



SHREYARTH UNIVERSITY

Gujarat Bhavan, Nr. M. J. Library, Ashram Road,

Ahmedabad-380006


Statutes, Ordinances and Regulations

Registrar (I/C)
Shreyarth University
Ahmedabad, Gujarat

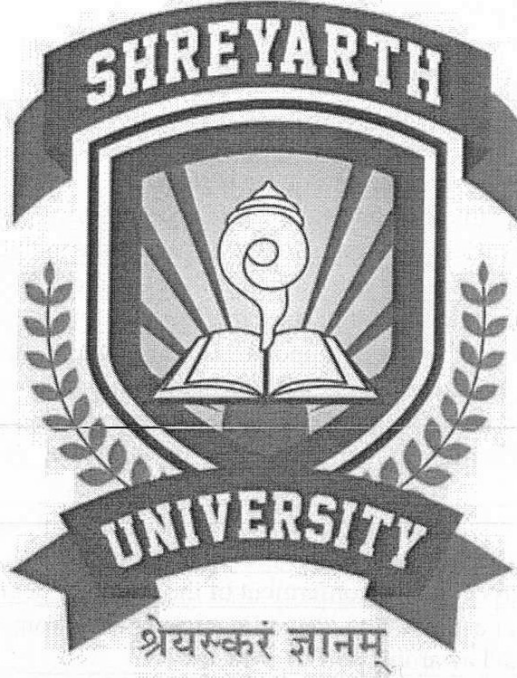


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SHREYARTH UNIVERSITY

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First and Subsequent Statutes


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Appendix-I, Statutes of the Shreyarth University

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DEFINITIONS

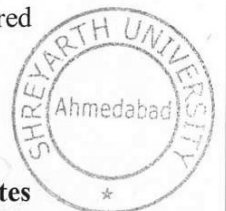
In these statutes, unless the context otherwise requires: -

- A. "AICTE" means All India Council for Technical Education established under section 3 of the All India Council for Technical Education Act, 1987 (52 of 1987);
- B. "CSIR" means the Council of Scientific and Industrial Research, New Delhi, a funding agency of the Central Government;
- C. "Distance education" means imparting of education through any means of communication, such as broadcasting, telecasting, correspondence courses, seminars, contact programmes or the combination of any two or more of such means;
- D. "DST" means the Department of Science and Technology of the Central Government;
- E. "Fee" means collection made by the University from the students for different purposes under different heads and which is non-refundable;
- F. "Government" means the Government of Gujarat.
- G. "Higher Education" means study of a curriculum or course for the pursuit of knowledge beyond 10+2 level;
- H. "Hostel" means a place of residence for the students of the University, or its colleges, institutions or centers, maintained or recognised to be as such by the University;
- I. "ICAR" means the Indian Council of Agricultural Research, a society registered under the Societies Registration Act, 1860;
- J. "MCI" means Medical Council of India constituted under the Medical Council Act, 1956;
- K. "NAAC" means the National Council of Assessment and Accreditation, an autonomous institution of the UGC;
- L. "NCTE" means the National Council for Teacher Education established under the National Council for Teacher Education Act, 1993 (73 of 1993);



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- M. "Off Campus Centre" means a centre established by the University outside the main campus but within the State of Gujarat operated and maintained as its constituent unit, having the University's complement of facilities, faculty and staff;
- N. "PCI" means Pharmacy Council of India constituted under section 4 of the Pharmacy Act, 1948;
- O. "Prescribed" means prescribed by rules made under this Act;
- P. "Regulatory Body" means a body established by the Central Government, for laying down the norms and conditions for ensuring academic standards of higher education, such as UGC, AICTE, NCTE, MCI, PCI, NAAC, ICAR, DEC, CSIR;
-
- Q. "Regulations" means regulations made by any authority of the University under section 30;
- R. "Rules" means rules made under section 44;
- S. "Schedule" means the Schedule appended to this Act;
- T. "Sponsoring body" in relation to a University established under this Act means-
- (i) a society registered under the Societies Registration Act, 1860; or
 - (ii) a public trust registered under the Bombay Public Trusts Act, 1950; or
 - (iii) a company registered under section 25 of the Companies Act, 1956; or
 - (iv) a society or trust registered under the law of any other State;
- U. "Statutes" and "Ordinances" means the Statutes and Ordinances of the University.
- V. "Student" means a student of the University and includes any person enrolled in the University for pursuing any course of study for a degree, diploma or other academic distinction duly instituted by the University, including a research degree.
- W. "Study centre" means a centre established, maintained or recognised by the University for the purpose of advising, counseling or for rendering any other assistance required by the students in the context of distance education in the State of Gujarat;



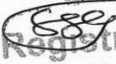
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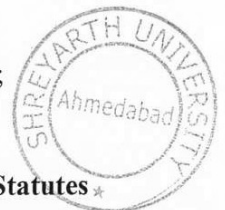
- X. "Teacher" means a Professor, Reader, lecturer or any other person required to impart education or to guide research or to render guidance in any other form to the students for pursuing a course of study of the University;
- Y. "UGC" means the University Grants Commission established under section 4 of the University Grants Commission Act, 1956.
- Z. "University" means a University established and incorporated under section 3 of the Gujarat Private Universities Act, 2009.
- AA. "Act" means Gujarat Private Universities Act, 2009.

OBJECTS OF THE UNIVERSITY

The objects of the Universities shall be to create, organize, preserve and disseminate knowledge in the fields of science, technology, humanities, social sciences, education management, commerce, law, pharmacy, healthcare and any other field for the advancement of mankind in particular and other objects of the Universities shall be as follows, namely:-

- a. to provide for instruction, teaching and training in the University in the field of higher education and make provisions for research, advancement and dissemination of knowledge;
- b. to establish, maintain and manage institutions and centres of excellence, to create, organize, preserve and disseminate knowledge in the fields of sciences, technology, humanities, social sciences, education, management, commerce, law, pharmacy, healthcare, and any other field and to provide research higher education, professional education, distance learning and e-learning facilities of high order, as per their current status or as they may develop in future;
- c. to develop infrastructure for research, higher education, professional education, teaching, training, extension and outreach, including continuing education, distance learning and e-learning, to create capabilities for upgrading infrastructure to global standards;
- d. to offer the academic programmes of the University through distance education, online education, correspondence and any other mode, matching with the environmental developments such as technology need, after obtaining appropriate approvals from the regulatory bodies;
- e. to set up off-campus centres, study centres and examination centres within the State, subject to the permission of the regulatory bodies under any law made by the Parliament and any regulation, rules, etc. made by the regulating bodies;
- f. to create higher levels of intellectual abilities;
- g. to establish state of the art facilities for education and training;
- h. to carry out teaching and research and offer continuing education programmes;


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- i. to create centres of excellence for research and development and for sharing knowledge and its application;
- j. to provide consultancy to the industry and public organisations;
- k. to establish main campus or infrastructure in the State of Gujarat necessary for the furtherance of its objects;
- l. to establish examination centers;
- m. to confer degrees, diplomas, grant certificates and other academic distinctions on the basis of examination or any other method of evaluation subject to the guidelines of the UGC;
- n. to develop training facilities in the field of higher education;
- o. to provide for arrangement for national and global participation in the field of higher education;
- p. to develop education programmes for certificates, diplomas, degrees and post-graduates courses, doctorate degrees and post-doctoral programmes and to maintain a high standard of education, to collaborate with national and global institutions, to offer programmes and to create capabilities for upgrading programmes to the global standards subject to the guidelines of the UGC;
- q. to ensure that the standard of the degrees, diplomas, certificates and other academic distinctions are not lower than those laid down by AICTE, NCTE, UGC, MCI and Pharmacy Council, and any other similar agency established by the Central Government for regulating the standard education;
- r. to establish close linkage with the industry, business, educational institutions and other sections of the society to make teaching, research, training, documentation, publication, use of various media and outreach activities at the University relevant to the needs of the University and society, at national and international level;
- s. to pursue any other objectives as may be approved by the State Government:

Provided that notwithstanding anything contained in the Act and save as provided in any Central Act, the University shall be eligible to undertake the functions of disseminating of knowledge only in the fields for which the State Government has issued letter of intent or in the fields subsequently approved by the State Government.


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**THE FIRST STATUTE FOR THE SHREYARTH UNIVERSITY AS
REQUIRED UNDER SECTION 26(1) OF THE GUJARAT PRIVATE
UNIVERSITIES ACT, 2009**

Statute 1

The constitution, powers and functions of the authorities and other bodies of the University as may be constituted from time to time (Section 26(1)(a) of the Act read with section 20(5)(f) of the Act)

1. Governing Body:

A. Constitution: - The constitution of the Governing Body is already provided under section 20(1) of the Act.

B. Powers and functions: - The powers and functions of the Governing Body shall be in accordance with section 20(5)(a) to (e) of the Act.

(a) to provide general superintendence and directions and to control functioning of the University by using all such powers as are provided by this Act or the Statutes, Ordinances, Regulations or Rules made thereunder;

(b) to review the decisions of other authorities of the University in case they are not in conformity with the provisions of this Act or the Statutes, Ordinances, Regulations or Rules made thereunder;

(c) to approve the budget and annual report of the University;

(d) to lay down the extensive policies to be followed by the University;

(e) to recommend to the sponsoring body about the voluntary liquidation of the University;

However, subject to the provisions of the said Act, the Governing Body will also perform following functions and exercise following powers as prescribed under this statute as per provisions of the sub-section (f) of section 20(5) of the Act.

- i. To control and administer the properties of the University and the University Fund and to keep and maintain proper accounts of the same.
- ii. To administer the funds placed at the disposal of the University for academic and administrative purposes.
- iii. To manage and regulate the finance, accounts and investments of the University.
- iv. To deliberate and take decisions on all the matters pertaining to the growth and development of the University and to fulfill the objects, vision and mission of the University.

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- v. To call for reports, returns and other information from the officers and other authorities of the University.
- vi. To create the posts of officers; Professors, Associate Professors, Assistant Professors and all other employees of the University in accordance with the procedures laid down in the Statutes, Ordinances of the University.
- vii. To approve creation of new committees, council and boards in accordance with the procedure laid down in the Statutes and Ordinances, of the University.
- viii. To approve the creation and abolition of Schools, Departments and Programmes of study on the recommendations of the Board of Management and the Academic Council.
- ix. To approve the courses and programmes of study carried out as regular and external with on-campus / on-line / hybrid / distance mode.
- x. To accept on behalf of the University trusts, bequests, donations and transfers of any movable or immovable property of the University.
- xi. To institute and confer honorary degrees or other academic distinctions in the manner laid down by the Statutes and Ordinances as per and as per Regulatory Body norms.
- xii. To withdraw or cancel any degree, diploma or certificate conferred to any person in the manner as prescribed by the Statutes.
- xiii. To delegate administrative as well as financial powers to any of the Officers and / or to Committees for smooth functioning of the day to day activities of the University.
- xiv. To take all such other actions or to exercise powers as may be required to comply with the objects, vision and mission of the University.
- xv. To make arrangements for continuing, distant or on-line education programmes.
- xvi. To acquire, hold, lease or sell any of the properties of the University and approve to enter into a deal in this respect.
- xvii. To approve collaboration and co-operation with other recognized Universities, Research Institutions, Industries, Government and Non-Government organizations within or outside Country to fulfill the objects of the University objectives.
- xviii. To establish non-profit bodies (like Companies under Section 8 of the Indian Companies Act, 2013) for the purpose of promoting start-up activities and such other activities in the interest of students.

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The other provisions such as the term of nominated members, number of meetings, requirement of quorum and procedure for submitting the resignation by nominated members are already provided under section 20(3)(6)(7) of the Act.

Statute 2:

2. Board of Management: (Section 21 of the Act read with section 21(3))

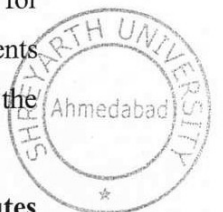
- A. Constitution: - The constitution of the Board of Management of the University is already provided under section 21(1) of the Act.
- B. Powers and functions: - The powers and functions of the Board of Management are required to be prescribed by the statute as per the provisions of section 21(3) of the Act. Accordingly, subject to the provisions of the Act, the following statute is framed prescribing the powers and functions of the Board of Management and any disputed matters deal in accordance with state government rules.

- i. The Board of Management shall be responsible for overall smooth running of administration and management of the University.
- ii. To exercise such other powers and perform such other functions as may be assigned upon it by the Governing Body.
- iii. To invest any money belonging to the University, including any unapplied income, in such funds, fixed deposit or government securities, from time to time.
- iv. To borrow money and make suitable arrangement for its repayment with the approval of Governing Body.
- v. To generate income from different resources as defined under section 35 of the Act and create endowment funds.
- vi. To provide for accepting, clearing, holding and disposal of the properties on behalf of the University with the approval of the Governing Body.
- vii. To provide, establish, manage and maintain buildings, centers, hostels, libraries, laboratories, research institutions, equipment and other facilities necessary for furtherance of the objects of the University.
- viii. To consider, review and recommend and approve Ordinances or Regulations of the University submitted by different Committees and Councils of the University subject to the provision of the Act, and the Statutes.
- ix. The Board may appoint Committees to carry out its administrative work and define their constitution, functions and tenures. Provided that these committees should be other than the committees constituted by Governing Body;



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- x. Board may delegate some of its powers to Officers or Committees constituted by it for smooth administration of the University. Provided that powers delegated to the Board of Management by the Governing Body shall not be further delegated;
- xi. To make recommendations relating to the policies to be followed by the University to the Governing Body;
- xii. The Board shall also make recommendations to the Governing Body, in any of the matters which are required to be dealt with for the purpose of fulfilling the objects of the University.
- xiii. To prepare the Annual Report of the University which shall include among other matters, the steps taken by the University towards the fulfillment of its objects and shall be submitted to the State Government.
- xiv. To prepare the annual accounts including the balance sheet of the University after auditing the annual accounts at least once in every year, and to submit a copy of the annual accounts together with the audit report to the State Government.
- xv. To consider, review and recommend the creation of posts for different categories of employees to the Governing Body.
- xvi. To frame Statutes of the University other than the First Statutes and submit the same for the approval of the Governing Body.
- xvii. To make recommendations for provision for instituting and conferring degrees, honorary degrees, diplomas, certificates and other academic distinctions to the Governing Body and as per the Regulatory Body norms.
- xviii. To consider, review and make provision for instruction, teaching and training in such branches of learning and course of study as may be recommended by the Academic Council and as approved by the Governing Body and as per the regulatory body norms.
- xix. To institute, maintain, and award scholarships, fellowships, studentship, medals and prizes.
- xx. To draft and formulate appropriate Manuals to govern the various service conditions of officers, teachers and other employees of the University for running of the day-to-day affairs of the University. The other requirements regarding number of meeting, quorum, etc. will be as per the provisions of the relevant sections of the said Act and as per the Regulatory Body norms.



Statute 3

3. Academic Council: (Section 26(1)(a) read with section 22 of the Act)

- A. Provost shall be the chairperson of the academic council.
- B. The constitution of Academic Council is required to be provided under statute as per provision of section 22(1) of the Act.

The Academic Council will consist of the following members namely: -

- i. Two renowned educationalists to be nominated by the President.
- ii. Two eminent academicians or professionals in the areas where the University is conducting activities of imparting education, conducting research, etc. nominated by the provost.
- iii. All Chairmen of the Board of Studies.
- ~~iv. All Deans/Directors/Heads of the Institutions, Departments of the University.~~
- v. One Professor or if professor is not there then Associate Professor other than the Chairman of the Board of Studies from each discipline being run by the University by rotation to be nominated by the provost, Provided, however that if the professors and Associate Professors are not available than Assistant Professor having experience of minimum five years may also be nominated by Provost.
- vi. The Registrar shall be the Secretary
- C. The terms of the members of the Academic Council other than the Ex-Officio members shall be for a period of 3 years.
- D. The Academic Council shall meet at least once in a Semester and minimum half the members shall form the quorum to transact the business of the Council.
- E. Subject to the provisions of the Act, the Academic Council of the University shall have the following powers and functions:
- i. To exercise control and general regulation over the Academic policy of the University and be responsible for the management, constant improvement of the standards of instructions, education evaluation and research in the University by introducing innovative syllabus, teaching methodology, evolve system for experiential learning and all other relevant academic matters,
- ii. To approve the innovative teaching and examination scheme, syllabus and all Academic related matters including the modification, addition, deletion, etc. in it, on the recommendations of the Board of Studies/Area Committees;
- iii. To consider the matter of general Academic interest either on its own initiative or on reference from the concerned Academic Department, Institution of the

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University and the Board of Management or the Governing Body and to take appropriate action thereon;

- iv. To prescribe syllabus, curricula and methodology of teaching including electronic, online and distance learning and provide for flexibility in the delivery system of education, either on its own initiative or on the recommendations of the Board of Studies, Departments, etc.;
- v. To advise on all academic matters and feasibility of new academic Programmes, etc. to the Board of Management and Governing Body;
- vi. To foster and promote research and innovation in different disciplines of the University;
- vii. To recommend to the Board of Management such Ordinances as are consistent with the provisions of the Act and the statutes regarding the academic functioning of the University including discipline of students;
- viii. To exercise such other powers and perform such other duties as may be conferred or assigned upon it by the Ordinances or by the Governing Body or Board of Management.

Provided however that while approving the syllabus, teaching scheme, etc. the council will ensure that the programme learning outcome along with course learning outcome are taken care of.

Statute 4.

Following are the name of the other bodies are constituted under the Sub-sequent Statute 1:

- 1) Board of studies/Area committees
- 2) Finance committee
- 3) Planning and Developing Board
- 4) Committee for equivalence of examination
- 5) Examination committee for declaration of result
- 6) The committee for appointment of paper setters and examiners
- 7) The examination reforms committee
- 8) Library committee
- 9) Research Council

Statute 4-A:

Terms and conditions for the appointment of the President (read with section 14 (1) of the Act)

Terms and Conditions for the President:



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The terms and conditions for the President of the University shall be decided by the Sponsoring Body from time to time being an appointing authority.

Statute 5

Procedure and terms and conditions for appointment of Provost etc.: (Section 26(1)(b) of the Act read with section 15(5) of the Act)

A. The procedure of appointment of provost is already provided under section 15(1) of the Act,

The Provost shall be appointed by the Governing Body out of the panel of three persons recommended by the Search Committee consisting of the following members, and shall, subject to the provisions of sub-section (6), hold office for a term of three years:-

- (i) an eminent professional to be nominated by the Board of Management;
- (ii) an eminent educationalist to be nominated by the Board of Management;
- and
- (iii) one member of the Board of Management to be nominated by the President:

Provided that, after expiry of the term of three years, a person shall be eligible for re-appointment for another term of three years:

Provided further that a Provost shall continue to hold the office even after expiry of his term till new Provost take charge of the office, but in any case this period shall not exceed one year:

Provided also that the President may appoint first Provost for a period of one year or until the regular Provost is appointed under this section whichever is earlier.

B. In addition to above the following procedure and norms shall also be followed before the appointment is made.

- i. At least 6 months before the date of expiry of the term of provost, the Registrar will call the meeting of the Governing Body for the purpose of initiating the process of appointing a new provost.
- ii. The Governing Body shall announce the appointment of the provost before the date of expiry of the term of the provost after following the procedure of appointment as provided under section 15 (1) of the Act.
- iii. If the office of the provost becomes vacant due to the death, resignation or long leave or if the provost is unable to perform his or her duties, the President shall appoint an acting provost from amongst the Deans/Heads of the Institutes/Schools for the period not exceeding one year.

D. Powers and Functions of the provost:



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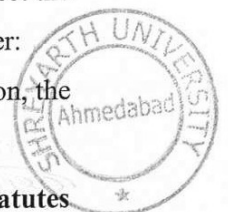
- i. The Provost shall be the principal executive and academic officer of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.
- ii. Where in the opinion of the Provost it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under this Act, he may take such action as he deems necessary and shall at the earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter:

Provided that if in the opinion of the concerned officer or authority such action should not have been taken by the Provost then such case shall be referred to the President, whose decision thereon shall be final:

Provided further that where any such action taken by the Provost affects any person in the service of the University, such person shall be entitled to prefer, within three months from the date on which such action is communicated to him, an appeal to the Board of Management and it may confirm or modify or reverse the action taken by the Provost.

- iii. Where, in the opinion of the Provost, decision of any authority of the University is not within the powers conferred by this Act or the Statutes, the Ordinances, the Regulations or the rules or is likely to be prejudicial to the interests of the University, he shall request the concerned authority to revise its decision within fifteen days from the date of its decision and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days, then such matter shall be referred to the President and his decision thereon shall be final.
- iv. The President may, on representation made or otherwise and after making such inquiry as may be necessary and is of the opinion that the continuance of the Provost in office is not in the interests of the University, by an order in writing stating the reasons therein, direct the Provost to relinquish his office from the date specified in the order:

Provided that before taking an action under this sub-section, the Provost shall be given an opportunity of being heard.



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- v. The provost shall have the power to convene the meetings of the Academic Council and the committee, bodies of the University where he/she is the chair person.
 - vi. He/she may delegate his power to any officer of the University committee or in writing except the powers which are already assigned to the different committees and Council constituted by the Governing Body or the Board of Management or by the President. However, the provost will not delegate any power which is already assigned to him or her under the provisions of the Act.
- F. The provost at the time of appointment shall not be more than 67 years of age. However, the provost will continue the office till he/she attains the age of 70.
- G. The person to be considered for Provost must normally be Ph.D. and has worked as Professor for at least 10 5 years.

Statute 6

The manner of appointment and conditions of the appointment of the Registrar (under section 26(1)(c) of the Act read with section 16(4) of the Act):-

A. The manner of appointment and condition of service of the Registrar

As per the Section 16 (1) of the Act, the appointment of the Registrar shall be made by the Chairperson of the sponsoring body in such manner as may be prescribed by the statutes as follows:

- i. The post may be filled in either by direct selection or by obtaining services of qualified person on deputation from any organizations or in case of eminent person by invitation by the President of the University.
- ii. If the post is advertised, the applications of eligible candidates shall be placed before the selection committee as to be constituted by the President as under:-
- iii. The appointment of the Registrar shall be made by the Chairperson of the sponsoring body by constituting the selection committee as given below: -
 - a. The President or Vice President or in his absence the representative of the President;
 - b. The provost – Chairman;
 - c. Two experts in the field of higher education to be nominated by the President;
 - d. One member of Board of Management to be nominated by the President,

B. The qualification, pay-scale and other emoluments attached to the post shall be as decided by the President.

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C. The other conditions of services will be decided by the President of the University from time to time.

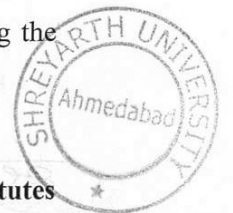
D. Powers and functions of Registrar (as prescribed under section 16 (2), 16 (3) and 16(4) of the Act): -

- i. All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
- ii. The Registrar shall be the Member-Secretary of the Governing Body, the Board of Management and Academic Council but he shall not have a right to vote.
- iii. She / he shall be responsible for the custody of records, common seal of the University.
- iv. She / he shall also be responsible for the safety and upkeep of movable and immovable properties of the University.
- v. She / he shall be the custodian of the "master passwords" of the University's computerized systems.
- vi. She / he shall submit statutory returns to concerned authorities as required by law.
- vii. She / he shall attest and execute all documents on behalf of the University.
- viii. She / he shall be responsible for conduct of all legal matters and proceedings on behalf of the University.
- ix. She / he shall place before the Board of Management and other authorities of the University, all such information as may be necessary for transaction of its business.
- x. She / he shall be responsible to the Provost for the proper discharge of his functions and maintenance of discipline in the University.
- xi. She / he shall, subject to the control of the Provost, be responsible for the overall administration and services of the University and conduct the examinations and make all other arrangements necessary thereof.
- xii. She / he shall exercise such other powers and perform such other duties as may be assigned to him under the Ordinances or Regulations or as may be delegated to him by the President, Board of Management or the Provost.

E. The President shall be the competent authority to take any decision concerning the termination of the Registrar, after following the principles of natural justice.

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Statute 7

As per the Section 17 (1) of the Act, the appointment of the Chief Finance and Accounts Officer shall be made by the President in such manner as may be prescribed by the statutes as follows: Manner of appointment, terms and conditions of appointment and powers and functions of the Chief Finance and Accounts Officer. (Under section 26(1)(c) of the Act read with section 17(2) of the Act)

Depending upon the requirement of the University, the decision shall be taken by the Board of Management whether to recruit the Chief Finance and Accounts Officer. If the decision is taken to appoint the Chief Finance and Accounts Officer, than the manner of appointment, terms and conditions of appointment and the powers and functions of the Chief Finance and the accounts Officer will be decided by the Board of Management.

Statute 8

The manner of appointment and terms and conditions of appointment of other officers, teachers and their powers and functions (Statute under section 26(1)(d) of the Act).


A. The Vice President:-

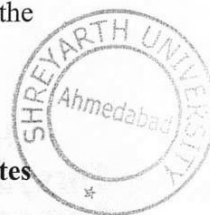
The Vice President will be appointed by the Sponsoring body of Shreyarth University as per the procedure, terms and conditions to be decided by the Sponsoring body. The Vice President will be responsible to the President. He will mainly maintain the co-ordination between the University and the Sponsoring Body and will also exercise such powers and functions as may be conferred upon him under Ordinances or as assigned by the Governing body and the Board of Management.

B. Controller of examination

(i) The controller of examination will be appointed by the President/Vice President of the University on the recommendations of the Selection Committee. The Selection Committee will consist of the following members:-

1. President / Vice President
2. Provost
3. Registrar
4. Two experts to be appointed by the President/Vice President
5. One member from the Board of Management to be nominated by the President/Vice President


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- (ii) The controller of examination will be a fulltime salaried officer of the university and his salary, other allowances and other terms and conditions will be as decided by the Board of Management.
- (iii) The powers and functions of the controller of examination will be as prescribed under the Ordinances and as assigned by the Governing body or the Board of Management, President or the Provost.

C. Deans/Directors/Head of the Institutions

The Deans/Directors/Head of the Institutions shall be a full-time salaried officer of the University and their salary will be at least at the level of Professor or Principal. Their qualifications and other requirement also will be on par with the qualifications as prescribed by the University Grants Commission. The manner of appointment and the constitution of the selection committee shall be as prescribed for the post of Professor laid down in the relevant First Statute 10.

The powers and functions of the Dean/Director/Head will be as under: -

- i. He/she shall be the Chief Academic and Executive Officer of the respective School/ Institution. He shall be responsible to supervise, monitor and co-ordinate all the Academic and Administrative affairs of the institution.
- ii. In particular and without prejudice to the generality of the forgoing functions, he shall exercise the following powers and perform the following duties: -
 - a. To admit students under the Institution.
 - b. To maintain discipline among the students and the staff.
 - c. To frame innovative system of academic delivery based on the objects and vision of the University.
 - d. To introduce the innovative practice in continuous evaluation.
 - e. To see that all the provisions made in the vision and objects of the University are faithfully complied with.
 - f. He shall also look after and maintain all the infrastructure of the Institution.
 - g. To discharge other functions and exercise such other powers as may be prescribed under the Ordinances or as assigned by the Governing Body or the Board of Management or the Provost or the President of the University.

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- h. To collect fees and other charges as prescribed by the University for different programmes being run under the Institution.
- i. To submit information to the University relating to the Institution.
- j. To frame time tables and arrange for the programmes of the work in each semester.

Statute 9

Procedure for the appointment, terms and conditions of faculty (teachers) in different institutions/ schools of the University (under section 26(1)(d) of the Act).

A. The category of the faculty (teachers) will be as under: -

- i. Professor
- ii. Associate Professor
- iii. Assistant Professor
- iv. Other categories of teachers who are involved in imparting teaching, conducting research, etc. like the Adjunct Professor, Visiting Professor/Lecturer or Research Scholars.

B. Qualifications: -

Normally, the qualifications for the above category of teachers except category (iv) will be as prescribed by the University Grants Commission.

C. Salary: -

The salary and other emoluments for these categories will normally be as prescribed by the State Government for their aided Universities and Colleges from time to time. Provided however, this will not apply to the teachers who are appointed on ad-hoc or temporary basis.

D. Other conditions of service: -

The career advancement scheme, the performance appraisal, probation period, leave Rules, etc. will be normally as prescribed by the University Grants Commission and also in the manual.

E. The work-load of the teachers will also be as prescribed by the University Grants Commission or concerned National Statutory Bodies from time to time.

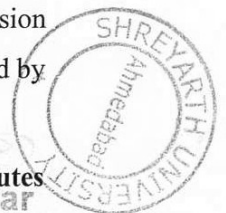
F. The policies regarding Code of Conduct, Disciplinary Appeal Rules and the other relevant conditions of service will be as decided by the Board of Management normally on the lines of the State Government or on the lines of University Grants Commission and the same will be published as the manual and the said manual will be approved by the Board of Management.

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G. The procedure of appointment of teachers: -

- i. Creation of the post: - the creation of the post for the respective programmes will be decided as per the norms prescribed by the University Grants Commission or concerned national statutory bodies in terms of the workload and also in terms of students – teacher ratio.
- ii. The post will be advertised in one newspaper and also on the website of the University and other Social Media if required. The applications received will be scrutinized by the Dean/Director/Head of the concerned Institution and will decide the applicant to be called for the interview. If the number of candidates is more, then the cut-off for calling the candidates will be as per the norms prescribed by the University Grants Commission in its notification published applying the 7th commission pay-scale in 2018.
- iii. Notwithstanding anything contained above, particularly for the position of Professor and Associate Professor for outstanding candidate, the appointment can be made by invitation on the basis of the bio-data received which will be scrutinized by Provost and two experts in the concerned field. While doing so, the minimum qualifications be adhered to as per the regulatory body norms and UGC.
- iv. The candidature of the candidate may also be considered in absentia if the Board of Management feels that a candidate is not in a position to remain before the selection committee.

H. Procedure for selection

1. Selection committee for the post of Professor and Associate Professor will be: -
The selections committee, for all categories of the teachers shall be as per the Regulatory Body Norms.
2. Selection committee for the post of Assistant Professor and other categories of the teachers: -
The selections committee, for all categories of the teachers shall be as per the Regulatory Body Norms.
3. So far as the posts of Professor and Associate Professor are concerned, out of the 3 experts, at-least 2 should remain present and for the post of Assistant Professor, out of the 2 experts, at least 1 should remain present.
4. Notwithstanding anything contained above, the Provost with the approval of the President/Vice President may make temporary or ad-hoc appointment till the time



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the regular appointment as per the procedure narrated above is made. However, such ad-hoc or temporary appointment will be for a period of not exceeding 1 year. However, the candidate who is appointed on temporary on ad-hoc basis will meet with the minimum requirement prescribed for the post.

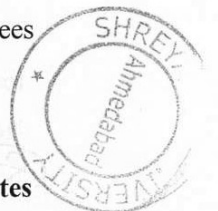
Statute 10

The terms and conditions of the other employees of the University (under section 26(1)(e) of the Act): -

- A. Depending upon the work load and requirements, different position of the other employees shall be created which will be under following 2 categories: -
- (i) Ministerial staff who will assist in managing the administrative affairs of the Institution and the University
 - (ii) Technical staff which will comprise of Laboratory Assistant, Computer Assistant, Computer Operator, Library Assistant and such other positions. The designation of the administrative positions will be decided by the Board of Management depending upon the requirement.
- B. The terms and conditions, qualifications, salary, manner of appointment, etc. for the other employees will be decided by the President/Vice President. Under the other employees also, there will be 2 kinds of appointment. First on probation and then on completion of probation period satisfactorily, the person will be appointed on permanent basis. The other categories will be the temporary, ad hoc or contractual appointment which also can be the tenure appointment. However, such appointment also will be done on the recommendations of the committee to be constituted by the Provost with the approval of the President/Vice President.
- C. The Board of Management will frame the appropriate manual of governing various conditions of service of officer, teachers and other employees of the University.
- D. Notwithstanding anything contained above, qualifications or other requirement etc. in exceptional cases where there is an acute need of people in certain discipline or disciplines, the President/Vice President may make relaxation in the above requirements as he deems fit and make such appointments and not below the minimum qualification prescribed in the relevant regulation.

Statute 11

Procedure for arbitration in cases of dispute between University/Institution and employees and/or students under section 26(1)(f) of the Act: -



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Normally the University will have mechanism of solving the grievance of either students or the employees in the following manner: -

- i. If the employee or the student is aggrieved with the decision taken by the concerned official about his grievance, then he may file an appeal to the next Higher Authority within a period of one month. After filing the appeal, if the problem still persists and the employee or the student concerned is not satisfied with the decision taken even by the next Higher Authority then such dispute will be resorted by appointment of Arbitrator by the President as sole Arbitrator from amongst the members of the Governing Body other than those who are also on the Board of Management.
- ii. The award of the sole Arbitrator shall be final on every aspect arising out of the dispute.
- iii. Notwithstanding anything contained above, so far as the punitive action taken by any of the officer or authority is concerned, the same will be dealt with by the procedure prescribed under the Discipline and Appeal Rules of the University, both for employees and the students.
- iv. In addition to the above, the University will also have a Systematic Grievance Redressal Cell as defined by the University Grants Commission including the Sexual Harassment Redressal Cell as per the norms of the University Grants Commission.

Statute 12

Statute for procedure of conferment of the honorary degrees (under section 26(1)(g)):-

The Governing Body of the University will decide the name of award of such degree on the basis of profile received. Before awarding such degree, the Governing Body will constitute a committee of very eminent people who will scrutinize the contribution of the person proposed to be given Honorary degree and based on the recommendations of this committee of experts and the Academic Council, the Governing Body will take final decision by 2/3rd majority of the members present.

Statute 13

The provisions regarding exemption from the payment of tuition fees and awarding scholarship, etc. (under section 26(1)(h)):-

The Board of Management may frame Rules for giving exemption from the payment of tuition fees and awarding of scholarship and fellowship to the deserving and genuine students.

However, in exceptional cases where after the admission, if the unforeseen circumstances are



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developed in the family, the President/Vice President of the University may take appropriate decision to grant full or partial relief in the payment of tuition fees and other charges.

Statute 14

The draft statute for policies of admission including regulation of reservation of the seats (under section 26(1)(i))

The admission to the various programmes of the university shall be given as per the eligibility criteria prescribed for the respective programme as prescribed by the ordinance or in case such provision is not there in ordinance then by the Board of Management on the recommendations of the Academic Council. The mode of admission can be on the basis of one of the options mentioned below: -

Options for mode of admission: -

- a. On the basis of the merits of the qualifying examination, or
- b. On the basis of the result of the written test to be conducted by the University, or
- c. On the basis of national level test being conducted by external agencies like AIEEE, GATE, CLAT, CAT and such other national level tests, or
- d. The combined merit with due weightage to the written test and the relevant qualifying examination or aptitude test or interview or group discussion or combination of all with appropriate weightage.
- e. The final decision of mode of admission out of the above options will be taken by the Academic Council.

Provided however, whenever the admissions are to be given in professional programmes covered under the Gujarat Act no. 2 of 2008 (Regulations of Admission and Fixation of Fees, 2007) the admission will be given as per the said provisions of the Act.

The reservation policy of admission will be subject to the norms and law to be prescribed by the Government of Gujarat from time to time, if any, for the self-financed institution.

Statute 15

Fees to be charged from the students (under section 26(1)(j) read with section 27(1)(g)).

- A. Whenever the University decides to start new programme or programmes leading to degree, diploma or certificate then the tuition fee or other charges are to be fixed. The fee and other charges will be decided based on the following criteria: -
 - i. Salary, remuneration, allowances, etc. of the teaching and non-teaching staff plus cost of training.
 - ii. Expenses of maintenance of infrastructure, electricity, telephone, etc.
 - iii. Laboratory expenses on equipments and supplies



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- iv. Material prepared/provided for the programme
- v. Depreciation on building, computer, furniture, etc.
- vi. Administrative cost of training, welfare, library, periodicals, etc.
- vii. Reasonable surplus for future development
- viii. Compensation cost of subsidized education
- ix. Average inflammatory cost of operations
- x. Cost spread over to number of students for the programme.

B. The committee consists of the following members will examine the above aspects and shall recommend the fees and other charges to the Board of Management for different programmes:

- i. Vice President as Chairman
- ii. Provost
- iii. Head of School or Institution concerned
- iv. Head of the Department/ co-coordinator of the programme concerned, if any,
- v. One expert to be nominated by the President/Vice President
- vi. The Registrar
- vii. Chief Finance and Accounts Officer.

C. The fee once prescribed will be announced along with the advertisement for inviting applications for admission in the programme. If the duration of the programme is more than one year then every year when the new admissions are given, the Board of Management will decide whether the same fee is to be kept or 10-20% addition is to be charged in fees for the new students to be admitted, taking into consideration the inflation. However, the students who are once admitted with a prescribed fee will continue to pay the same fee till the duration of the programme is over. The following fee/other charges may also be claimed as under:

- (i) The student who has failed in the previous semester and has to repeat the study the entire course in next semester then the proportionate fees course wise as decided by the Board of Management will be paid by such student in addition to his regular fee of the higher semester for which he is otherwise eligible to study.
- (ii) In addition to the above tuition fee, the students admitted in the Institute or Programme will pay the other charges to the University as under:-
 - a. Enrollment,
 - b. Examination,



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- c. Degree Certificate (Convocation fees),
- d. Migration certificate,
- e. Transcript,
- f. For obtaining any kind of certificate either from the University or the Institute concerned.

The above fees will also be decided by the Board of Management on the recommendations of the committee as constituted above.

- D. In addition to above, to take care about the damages or loss of library books and also the damages of different kind of properties of the University or the Institute, the following refundable deposit also will be charged: -
- i. Caution money deposited,
 - ii. Library deposit,

This deposit will be refundable on the completion of programme. The deposits are to be paid at the time of admission in the First Year.

- E. Notwithstanding anything contained above, the fees for the professional programmes which are covered under the jurisdiction of the Gujarat Act no. 2 of 2008 (Regulations of Admission and Fixation of Fees for professional programmes) will be decided in compliance with the provisions of the said Act.
- F. The fees or other charges as prescribed after following the procedure laid down in the preceding paragraphs may also be revised from time to time based on the increase of cost of different kind as narrated above. Provided however, while taking decision for such revision of fees, the procedure laid down for deciding the fees shall be followed.


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Subsequent statutes

The statute required to be framed as per section 27(1) of the Gujarat Private Universities Act, 2009.

Statute 1

Creation of new authorities of the University (under section 27(1)(a) read with section 19(d) and 26(1)(a))

In addition to the authorities of the University as described under section 19 of the said Act, the following other authorities are also constituted under this statute as provided under sub-section (d) of section 19.

- 1) Board of studies/Area committees
- 2) Finance committee
- 3) Planning and Developing Board
- 4) Committee for equivalence of examination
- 5) Examination committee for declaration of result
- 6) The committee for appointment of paper setters and examiners
- 7) The examination reforms committee
- 8) Library committee
- 9) Research Council
- 1) Board of studies

There shall be Board of Studies or academic area Committees in each of the subject or a group of courses or subjects under different programmes. The creation of the Board of Studies or academic committees depends upon the requirement of the academic programme will be decided by the Governing Body on the recommendations of the Board of Management and the Academic Council.

A. Constitution: - The constitution of the Board of Studies will be as under:-

- i. Head of Department/head of the course-- Chairman
- ii. All Professor and if the Professors are not there, then Associate Professor of the concerned area or a course to be nominated by the Provost;
- iii. Not more than three teachers from each course or area to be nominated by the Provost by rotation. These members will be other than Professor or Associate Professor if the Associate Professors are Ex-Officio members of the Board/area.



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- iv. Not more than 3 outside experts in the concerned field to be nominated by the provost
- B. Powers and functions of the Board of Studies: - The powers and functions of the Board of Studies are as under:-
 - i. To recommend courses of studies, teaching and examination scheme in their respective subject/area or subjects/area including amendments from time to time to the Academic Council.
 - ii. Prepare panel of paper setter and examiner for the semester end examinations,
 - iii. To advise on all matters relating to their respective course/subject or courses/subjects referred to them by the Academic Council.
 - iv. To recommend books and reading material for the subject concerned.
 - v. To Review the quality of question papers of the semester end examination.
 - vi. To bring and recommend innovative syllabus, practices and methods of teaching from time to time;

Provided, however, that while recommending the syllabus of a course or a subject, the objectives and the Course Learning Outcome (CLO) shall also be incorporated. Whenever need arises, the Joint meeting of the Board of Studies or Academic Area Committees can be arranged by the Head of the concerned Institute for a particular issue or issues of the Institute with the approval of the provost.

The Board of Studies/Area Committee will meet normally once in every semester. However, more meetings can be held with the permission of the chair person. Half the number of members of the Board of Studies/Area Committee will form a quorum for the transactions of the business of the meeting.

2) Finance committee:

- A. There shall be a Finance Committee which shall consist of the following members:
 - i. The President / Vice President – Chairman,
 - ii. The Provost,
 - iii. One member of the Board of Management to be nominated by the President,
 - iv. One expert in the Finance/Accounts to be nominated by the President,
 - v. Registrar,
 - vi. The Chief Finance and Accounts Officer, if any, Secretary.




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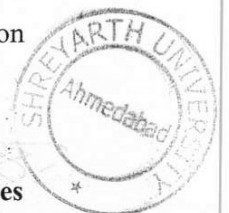
If Chief Finance and Accounts Officer is not there then Registrar will work as Member Secretary

- B. The terms of the office of the members other than the ex-officio members shall be 3 years.
- C. Subject to the provisions of the Act, the Finance Committee shall exercise the following powers and shall perform the following duties.
- i. To examine the annual accounts and annual budget estimate of the University and its Institutions and advice the Board of Management thereon.
 - ii. To review the financial position of the University from time to time.
 - iii. To make recommendations to the Board of Management on the policies of the University where financial implications are involved.
 - iv. To make recommendations to the Board of Management on all proposals of raising of funds.
 - v. To provide guidelines for investment of surplus funds.
 - vi. To make recommendations to the Board of Management on all proposals involving expenditure for which no provision has been made in the budget or if any expenditure is in excess of amount provided in the budget is to be incurred.
 - vii. To examine all proposals relating to revision of the pay scales or allowances upgradation of the scale.
 - viii. To exercise such other powers as conferred either by Ordinance or assigned by the Board of Management or the President of the University.

3) Planning and Developing Committee

- A. There shall be a Planning and Developing Committee consisting of the following members: -
- i. The President as Chairman,
 - ii. The Vice President,
 - iii. The Provost,
 - iv. The Directors/heads of Institutions/ Deans;
 - v. Two experts having experience in Institute building or in preparing developmental plan, etc. preferably in the field of higher education Institutions to be nominated by the President,


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- vi. One member each of Academic Council and the Board of Management to be nominated by the President,
- vii. The Registrar,
- viii. The Chief Finance and Accounts Officer who shall be the Secretary of the Committee, if he is not there then the Registrar will work as member secretary.

B. In case of need, other persons may also be invited by the President whether from inside the University or outside the University.

C. Powers and functions of the Planning and Development Committee: -

- i. To prepare a road map of development of the activities (perspective plan) (including infrastructure) of the University and recommend to the Governing Body for next 5 years or more.
- ii. To examine and recommend to the Governing Body the proposal for commencing new academic programme under the University.
- iii. To monitor the implementation of the developmental plan approved by the Governing Body.
- iv. To explore the possibility of raising of fund for the proposed developmental activities of the University.
- v. To exercise all other powers and perform functions as are assigned by the Ordinance or by the Governing Body or the Board of Management or the President.

4) Committee for equivalence of examination

A. There shall be a committee to consider the equivalence of different examinations of other Universities/Board within or outside the Nation. The constitution of the Committee will be as follows: -

- i. The Provost,
- ii. Dean/Director/Head of the Institution concerned,
- iii. One member nominated by the Academic Council,
- iv. One expert in the concerned area from within or outside the University.

B. Normally, while considering the equivalence of the examination of other universities or Board within or outside India, following basic norms are to be examined:

- i. the eligibility criteria prescribed for admission in the programme by the other universities or Board from where the student comes,

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- ii. duration of the programme of other university/Board from where the student comes,
- iii. wherever the credits are attached the number of credits prescribed for the programme,
- iv. whether the university or the board is recognized one,
- v. teaching and examination scheme and syllabus of the University/Board from the where student comes;

C Other norms for considering equivalence of examination:

- i. The degree or diploma or certificate of all recognized statutory Universities or deemed to be universities within India shall be considered as equivalence of corresponding degree of Shreyarth University for the purpose of admission to higher level in the University subject to the condition that the duration of the course, number of credits and the minimum eligibility criteria for admission to the respective programme for respective degree programmes is similar to that of the Shreyarth University.
- ii. The Academic Council on the recommendations of Equivalence Committee may prepare a general list of examinations which are to be considered equivalent to the corresponding examinations of Shreyarth University.
- iii. If any examination is not listed in the list of Equivalence of examinations approved by the Academic Council or is not covered under (i) above in any individual case, then such case will be referred to the Equivalence Committee as referred to above and based on the advice of the Committee, the Provisional Eligibility Certificate may be issued. However, such case will be submitted to Academic Council for rectification.
- iv. Once such examination is rectified then the same shall be added in the list of the examinations considered as Equivalence.
- v. The committee shall have powers to ask whatever information and document it thinks necessary to arrive at a recommendation in the matter of equivalence of any examination of any other University or body.
- vi. Notwithstanding anything contained at the time of admission, if any candidate comes with the request of admission from other University or

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Board from within and outside India and the equivalence of the qualifying examination cleared is not listed in the list of equivalence of the examination approved by the Academic Council, then such case will be referred to the Dean/Director/Head of the Institute concerned who will take help of the person whom he deems fit and make recommendations to the Provost for admitting the student on provisional basis if he is otherwise eligible for admission on merit. However, the admission will be provisional and the same is to be got approved by the Equivalence Committee and then by the Academic Council. This process is to be completed within 6 months from the date of provisional admission. It shall be made clear to the student that the admission is provisional and he is issued only provisional eligibility certificate.

5) Research Council:-

1. There shall be a research council which shall consists of the following members:-
 - A. Provost
 - B. All Heads of Institutions/Directors/Deans
 - C. Up to five teachers who are Ph.D. and continued conducting research or guiding research in the Shreyarth University or its Institutions or even other Institutions/Universities of higher learning to be nominated by the Provost.
 - D. Two eminent scientists from prominent research organizations to be nominated by Provost.
 - E. One member of the Academic Council to be nominated by the Provost
 - F. Up to three members from the research and development wing of the Industries concerned
 - G. Director of research or the officer in-charge of coordinating the research activities in the university shall be the member secretary.
2. Subject to the provisions of the Act and the statutes, the research council shall exercise the following powers and perform following functions:-
 - A. To take all measures to create ambience, atmosphere and culture for quality, socially relevant, applied and interdisciplinary research.
 - B. Formulate the policy of Research (Road map) for the development of research in the University,

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- C. To promote seriousness and interest for quality research and the skill of innovation and create intellectual capital amongst teachers and students.
- D. To ensure integrity, quality and ethics in research.
- E. To integrate teaching and research through transformation and instructional research to identify the generation of intellectual capital and new knowledge.
- F. To encourage creativity amongst the students and teachers.
- G. Generally to exercise the control and general regulation over the research policy and shall be responsible for the maintenance of the standard and implementation of the research activities and policy keeping in mind the objects of the University.

3. Research council shall meet at least twice in a calendar year. However, more meetings can be held with the permission of the Chair.

4. The other norms about summoning the meeting, etc. will be as provided under the regulation.

6) Different Examination committees:

So far as the Examination committee for declaration of result, the Committee for appointment of paper setters and examiners, Examination reforms committee for considering of the case of the unfair means used by the students in the examinations and the Library committee, the Board of Management will approve the constitution and powers and functions of such committees.

Statute 2

Accounting policy and financial procedure of the University (under section 27(1)(b)):-

In addition to the provisions provided under sections 36, 37, 38, and 40 of the Gujarat Private Universities Act, 2009, following policies and financial procedure shall be observed:-

A. Every year before 4 months of the completion of the existing financial year, the University will initiate the process of preparing the budget estimate for the next financial year in the following manner:-

- i. Every Head of the concerned Institute after consultation with the teachers shall send their budget estimates for receipt and expenditure before 15th of November in the prescribed format circulated by the accounts section. The format will be as per Annexure-A.

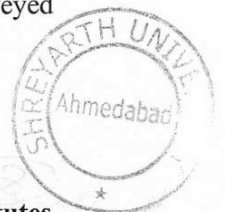


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- ii. As soon as, the budget estimates from the Heads of the Institutes are received, the same will be scrutinized and complied by the accounts section of the University before 30th of November.
- iii. After the scrutiny of the said budget by the accounts section, the President/Vice President and Provost will discuss the requirements with the Head of the Institution concerned. This process will be completed before 31st of December of every year.
- iv. Based on the discussion, whatever final budget estimates are prepared and as approved by the President, shall be compiled and a comprehensive document containing all the Institutes including the University administration and the same will be submitted to the Finance Committee before 31st of January every year.
- v. The budget estimate duly considered by the Finance Committee will be submitted to the Governing Body through the Board of Management before the 28th of February every year.
- vi. On approval of the budget estimate, the final allocation of the budget will be conveyed to the Institute concerned well before 31st March so that Head of Institutions can plan out their strategy of implementation of different activities.
- vii. The budget estimate in the prescribed format will be prepared Institute-wise and within the Institute programme wise;
- viii. The general administration of the University will be considered like a separate Institute.
- ix. Once the Institute-wise budget is considered, the overall summary of the Budget at a glance will be prepared which will give the complete picture of budget estimate of the University at a glance including all the Institutes and the University.

B. Monitoring of the expenditure against the budget provision.

At the interval of every 6 months, the monitoring or review of the budget will be done by a budget monitoring committee of the following members and depending on the observations of the committee, the concerned Institute will be conveyed appropriate instructions and guidance, if required.



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C. While going through this monitoring, the account section shall submit a statement under different heads of budget the budget provision made and the actual expenditure incurred till the date of review.

Constitution of the committee:-

- i. The President or the Vice President,
- ii. The Provost,
- iii. The Registrar,
- iv. The Chief Finance and Accounting Officer,
- v. The Head of the Institute concerned.

D. Maintenance of accounts:-

i. The Annual Report of the University shall be prepared by the University which shall include among other matters, the steps taken by the University towards the fulfillment of its objects and shall be submitted to the State Government.

ii. The annual accounts including balance sheet of the University shall be prepared by the University and the annual accounts shall be audited at least once in every year by the auditors appointed by the University for this purpose.

A copy of the annual accounts together with the audit report shall be submitted to the State Government.

iii. All accounts will be maintained Institute-wise and head-wise. Normally, the annual accounts will be maintained under the same heads and format in which the budget estimates are prepared to facilitate, to have comparison of the expenditure incurred against the budget provisions under the individual head which will also provide scope to see performance level of the planning in terms of execution of the different activities in the concerned institute.

The annual accounts will be prepared in the following manner:-

i. As soon as the financial year is over, the preparation of the final accounts at the account section will be initiated and completed latest by 30th of April every year. After finalization of the accounts, the same will be audited first by the internal auditor and then by the Chartered Accountant or a firm of Chartered Accountant appointed for the purpose by the Board of Management. The annual accounts along with the balance-sheet and audit report will be submitted to the Finance Committee latest by 31st of May and

Appendix-I, Statutes of the Shreyarth University

the same then will be submitted to the Board of Governors immediately thereafter along with the recommendations of the Finance Committee.

- ii. The accounts of the University shall be audited not less than once per year by an external Chartered Accountant or a firm of Chartered Accountant as defined in the Chartered Accountant Act, 1949 who shall be appointed by the Board of Management.
- iii. The accounts of the University shall also be audited by internal auditor to ensure regular concurrent and pre-audit before payment of bills and books of all accounts including the physical verification of the cash.

Statute 3

Representation of teachers in the authorities of the University (under section 27(1)(c)):-

~~Subject to the provisions of this Act, the University will ensure that the appropriate~~ representation of teachers is made on all the authorities and other Committees, Boards, etc. of the University in general and particularly in the academic authorities of the University.

The level of representation and the number of representatives will be decided by the Board of Management in the authorities other than those which are provided under the Act and statutes and ordinances.

Statute 4

Creation of new department and abolition or reconstruction of existing institute or department, if any (under section 27(1)(d)).

Subject to the provisions of the Act and the Statute, the Governing body on the recommendations of the Board of Management and Academic Council will establish new Institutes/departments or bifurcate existing department/institute depending upon the situation and circumstance and also the size in terms of discipline, number of students and number of teachers from time to time.

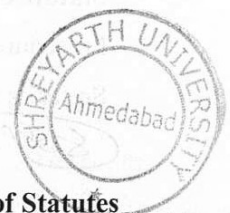
Provided however, that when the new departments or new institutes are to be created as a part of developmental activities, then the proposal should come through the Planning and Development Committee and also the Finance Committee.

If the new programme is to be commenced, the entire project should indicate 2 parts

- i. The academic component,
- ii. Financial implication.

The financial implications will be in 3 parts

- i. Creation of post, teaching and non-teaching staff,
- ii. Infrastructure to be developed,



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iii. The recurring operational cost.

Recurring cost will include all the heads other than the salary viz.: contingency, consumable, travel, depreciation of building, depreciation of equipment, depreciation of furniture, depreciation of computer and all such other expenditure which are not covered above.

Statute 5

Institution of medals and prizes as under section 27(1)(e)

- A. Every year at the annual convocation or any other convocation, the medals will be awarded to the students concerned who become eligible for such medal as per the conditions prescribed for each medal. The number of medals to be instituted will be done by the Board of Management on the recommendations of the Academic Council.
- B. Such medals and prizes can be awarded from the university fund or from the donation which the university has received from different donors. If the donor gives donation for the medal, then the request from the donor shall be received 3 months before the commencement of the last semester end examination and the same will be approved by the Academic Council and Board of Management. When the donors will give donation, it should be in terms of endowment of a fix amount and the interest earned on the endowment will be utilized for the medals or prizes as the case may be.
- C. The amount of endowment will be decided on the basis of the cost of a medal which will be silver made and gold plated. The endowment for the prize will be decided based on the amount of the prize. When the university will institute any medal, the same will also be silver made and gold plated.
- D. The announcement shall be made after the approval of the Board of Management and also shared with the student concerned in advance.
- E. If the amount of prize is to be given from the University fund, then the same will be decided by the Board of Management. The criteria for the same will also be determined by the Board of Management on the recommendations of the Academic Council.
- F. The prizes will be given on the Annual Day function of the Institute concerned.

Statute 6

Procedure for creation and abolition of post (under section 27(1)(f))

So far as the post of faculty (teachers) is concerned, it is to be created based on two criteria.

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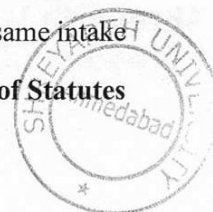
- A. The work-load of a particular subject or a programme and the student-teacher ratio as prescribed by the concerned national statutory body. The increase of the post, in case of new programme, will be based on the duration of the programme and every year, the creation of new post will be there until the entire duration is completed of a particular programme. It means that till the time the duration of the new programme is completed, the creation of the post will be a continuous process and once the duration of the programme is completed, there will be a stagnation in creation of additional posts unless the intake, class or the division is increased.
- B. The exercise of commencing of the new programme will be provided in the budget which will be ready by February every financial year and the post to be created for new programme or existing programme if the duration is not completed should be incorporated in the budget estimate both in terms of number of posts to be created and also in terms of additional financial load to be incurred for other heads of expenditure. Once the budget estimate is approved, then it will be assumed that the post and the fund provided in the budget are approved and immediately for the new programme, the process of filling up the post should be initiated.
- C. So far as the non-teaching staff is concerned, depending upon the existing load and the new programme, the proposal will be submitted to the Board of Management through Finance Committee.

Statute 7

Alteration of number of seats in different discipline (under section 27(1)(h))


Normally when the programme is commenced, the intake of admission will be decided along with the approval of the programme. While deciding the intake, the norms and provisions prescribed by the concerned national statutory body are also required to be taken into consideration. However, with the approval of the Board of Management, on the recommendations of the Academic Council, the intake of the programme may be altered by increasing intake or reducing the intake depending upon the demand and supply ratio of a programme from the society at large.

When the alteration of the intake is made, it should be properly announced both in the website of the University and the prospectus. Once the intake is fixed, it cannot be altered after the merit list is prepared and the process of admission is commenced. However, to take care of the drop-outs, up-to 10% additional admission will be given. The conditions of the intake as per the norms of the statutory body will be class-wise. For example, in engineering, AICTE has fixed the intake of 60 per class plus 10% additional. However, another class of the same intake



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can be opened. When we increase the intake in terms of division and class, then the infrastructure in terms of class-room, laboratory, computers, teachers, etc. shall also be increased accordingly


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Shreyarth University
Ahmedabad, Gujarat






SHREYARTH UNIVERSITY

Gujarat Bhavan, Nr. M. J. Library, Ashram Road,

Ahmedabad-380006

Ordinances



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Appendix-II, Ordinances of the Shreyarth University

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THE ORDINANCES FOR SHREYARTH UNIVERSITY
DEFINITIONS

In these ordinances, unless the context otherwise requires:-

- A. "University" means Shreyarth University.
- B. "Act" means the Gujarat Private Universities Act, 2009.
- C. "The Government" means the Government of Gujarat.
- D. "Statutes and Ordinances" means the statutes and ordinances of the Shreyarth University.
- E. "Student" means a student of the Shreyarth University which includes any person enrolled in the University for pursuing any course of study for a degree, diploma or other certificate courses.
- F. "University employees" means officers other than President, Provost and Registrar, all categories of teachers and other employees.
- G. "Other employees" means technical and ministerial staff.


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Appendix-II, Ordinances of the Shreyarth University

Ordinances:-

The draft first ordinance is proposed as per the requirement of section 28(1) of the Gujarat Private Universities Act, 2009.

Ordinance 1

The admission of students to the university and their enrollment (under section 28(1)(a)). Every candidate for admission as a student of this University for different programmes shall have to pass the qualifying examinations prescribed for the respective programmes by the University including such other test of fitness if prescribed for a particular programme.

Ordinance 2

No student seeking admission to this University shall normally be admitted to any Programme of this university after expiry of one month from the date of commencement of the semester except under situational contingencies.

Provided that, if the Provost is satisfied that there was sufficient reason for delay on the part of the student seeking admission as aforesaid, he may admit the student to the programme, notwithstanding anything contained even after the expiry of 1 month if he has a reason to believe that the student would be able to meet with the academic requirement prescribed for the semester.

Ordinance 3

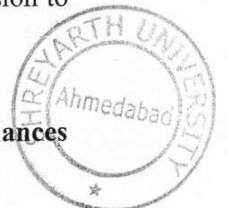
The student who is admitted at the first time to any programme run by this University shall also apply after admission for the enrolment in the prescribed form with prescribed fee, to the University through Institute/School concerned.

Ordinance 4

- (1) No student from other University or a Board of Secondary or Higher Secondary of outside Gujarat or any examining body seeking admission to any programme of this University shall be admitted without eligibility certificate.
- (2) Such student shall apply in the prescribed format to the Registrar of this University for a certificate of eligibility and shall submit the required documents including migration certificate or transfer certificate from the University or the Board or any examining body he intends to leave and shall at the same time pay fees prescribed from time to time.
- (3) Notwithstanding anything contained above, so far as it relates to the certificate programme or a short term programme, the same may not be required for the student admitted in short term programme being conducted under the continuous education program.

Provided however, that:

- (i) The Registrar may issue a provisional certificate of eligibility, if he is satisfied that the applicant is prima-facie eligible for admission to this University. Such certificate shall entitle a student for admission to this University on his own risk and on condition that he obtains a final certificate of eligibility before the closure of the first semester in which the student is provisionally admitted in a programme of the University.
- (ii) The issuance of eligibility certificate does not give guarantee for admission to the respective programme. The same will be on merits.



Appendix-II, Ordinances of the Shreyarth University

- (iii) If the Provost is satisfied that the student admitted in a programme is not in a position to provide provisional eligibility certificate before admission for no fault of his own he may allow the student to attend the classes for the number of days which the Provost determines and on production of the provisional eligibility certificate direct that the said eligibility certificate shall have retrospective effect from the date on which the student commenced to attend the programme concerned, so that the days on which such student kept attendance before the issuance of the certificate can be taken into account.

If the Provost is satisfied for the delay on the part of the student to apply for final eligibility certificate was not due to fault of his own, he may condone such delay and grant reasonable extension for which the Provost will be the sole judge for the production of final eligibility certificate.

Forms of Provisional Eligibility Certificate and Final Eligibility Certificate are enclosed herewith as Annexure-A and B.

Annexure-A

Format

SHREYARTH UNIVERSITY

No. _____

Fee Receipt No. _____

Date: _____

PROVISIONAL ELIGIBILITY CERTIFICATE


This is to certify that there is no objection if Mr. / Mrs. / Ms. _____ is provisionally admitted in _____ Institute under this University for the Programme of _____ for the year _____ on his own risk and cost subject to condition that the student will submit the final eligibility certificate before the end of the first term / semester.

Date: _____

Registrar

Note:

1. The issuance of eligibility certificate does not guarantee admission.
2. If the student fails to submit final eligibility certificate before the end of the first term / semester, his provisional eligibility certificate becomes automatically cancelled and the fees of any kind if paid shall be forfeited.
3. For getting final eligibility certificate, the student shall submit original migration certificate from the University or board or any examining body from where he is migrated in addition to the original mark sheet and certificate of passing the qualifying examinations based on which the eligibility certificate is to be issued.


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Appendix-II, Ordinances of the Shreyarth University

Annexure-B

Format

SHREYARTH UNIVERSITY
CERTIFICATE OF ELIGIBILITY

Certified that Mr./Ms. _____ having passed the
_____ Examination of the _____ University /
Board / Institution, in the year _____, after completing the prescribed course of
institution at the _____ College/Institution,
_____ which is a College maintained by or affiliated to that University / Board
/ Institution, is eligible for admission to the _____ Class in this University.

Date: _____ Registrar

Note:-

The Xerox copy of this certificate duly certified under the signature of the Head of the
Institution concerned should invariably be attached by the institute to the examination form
without, which the examination form will not be accepted.

- (4) If the student admitted in any programme wishes to cancel the admission and submit
the application for a migration certificate then the same can be issued by the University
on the certificate given by the concerned Head of the Institute or programme that no
dues are pending along with the details, if any, about the punitive action taken and on
payment of prescribed fees the Registrar will issue a migration certificate in the format
which is attached herewith as Annexure-C.

Annexure-C

SHREYARTH UNIVERSITY

MIGRATION CERTIFICATE

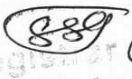
No. _____

Mr./Ms. _____ (bearing Roll No.:
_____) who was studying in the Institute of
_____ under this University is hereby informed that this University
has No Objection to his/ her joining any other university/ institute.

Place: Ahmedabad

Date: _____

Registrar


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Shreyarth University
Ahmedabad, Gujarat



Appendix-II, Ordinances of the Shreyarth University

Ordinance 5

The courses & programmes of studies to be laid down, etc. (under section 28(1)(b))


The academic year for each of the program shall be divided into 2 semesters and accordingly, the teaching scheme will be decided semester-wise. However, with the permission of the Academic Council, there can be trimester also in a particular programme.

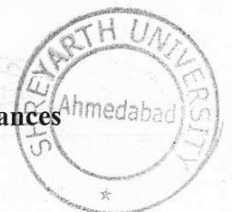
Norms for workload, declaration of vacation, etc. for the teachers.

1. Workload:- Normally, the workload of the teaching staff shall be as prescribed by the University Grants Commission from time to time. However, there will be total workload of 40 hours in a week and the same will be bifurcated in the following categories:-
 - i. Teacher-student contact hours.
 - ii. Academic preparation for teaching work.
 - iii. Academic administration.
 - iv. Research activities.
 - v. Any other assignments given by the head of the Institution with regard to co-curricular or extra-curricular activities.

The above activities will be bifurcated in terms of hours as prescribed by the University Grants Commission.

2. Vacation:- The vacation will also be decided as per the norms of the University Grants Commission. However, for any kind of exigencies or some other academic administration work, if the teachers are detained then they will be given the credit of earned leave proportionately i.e. for 3 working days 1 earned leave. However, when the teachers are detained during vacation, a formal communication should be issued by the Head of the institute, a copy of which should be sent to the Registrar of the University. However, their earned leave will be credited in the account of the teachers concerned subject to the conditions that the Head of the institute will give a certificate of actual days of working along with the details of work done during such vacation.
3. Academic Calendar: Within 3 days from the commencement of the odd semester in an academic year, the Head of the institution will announce the academic calendar which will be circulated to all concerned including the students and the teachers. This academic calendar will contain the following:
 - i. Date of commencement of the semester and the conclusion of the semester.
 - ii. The date of the academic review which is required to be taken every 3 weeks during the semester. This review shall be on attendance of the students, completion of syllabus by the teachers concerned, pedagogy, method of teaching and innovation adopted by the teachers concerned, the date of examination during the semester in terms of different components of continuous evaluation and also the probable date of semester end examination etc. Based on the result of this review, the appropriate direction, instruction shall be issued to the students, their parents and teachers concerned, if required. So far as the students are concerned, at the end of every review, the parents of the student shall be informed about the deficiency in attendance which is below 80% and poor performance shown, if any.


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iii. In the beginning of every semester depending upon the requirement, the orientation program should be arranged of the duration of one to four days. Normally for the students admitted newly in the first year will have 4 days orientation program and schedule of such program.

4. Teaching days:-

The teaching days in each semester will be normally minimum ninety days as prescribed by the University Grants Commission from time to time. However, the teaching days means the actual teaching work in the class-rooms or laboratory or any other mode of instruction as decided in the teaching scheme. These teaching days will not include any vacation or holidays or the days of semester end examination.

ORDINANCE FOR ACADEMIC DELIVERY AND GOVERNANCE SYSTEM

Academic Governance and delivery system of the programmes under the University normally shall be as under:-

NOTE: The following is the common sample format of Ordinance of Academic Governance and delivery system for the existing programmes as well as the new programs to be commenced in future. This is a model based on three year's programme. However, depending upon the duration and nature of the programme the relevant provisions are to be changed at a few places, if required.

FORMAT for the Ordinance for different academic programme:

O.AC.1.1 Name of the programme: For example Bachelor of Business Administration.

O.AC.1.2 Definitions:

- Course means one of the constituent subject of the program.
- Semester means duration for studying a programme
- Registration means procedure for getting registration in a course to study or appear in the examination;
- Letter Grade means the letter associated with a particular performance level of a student
- Credit means a numerical figure associated with a course. On passing a course, student earns requisite credits.
- Granting term: This expression is used to indicate whether a semester performance of the student is up to acceptable standards including the requirement of attendance to appear in the semester end examination;
- Regular approval means prior approval for absence in any mandatory academic activities permitted by the Head of the Institute which includes the examinations under continuous evaluation or semester end examination on account of inevitable reasons like illness, accident or in a case of emergency prompt intimation to the Head concerned for seeking approval of such absence.
- Institute means the Institute in which the program being run.
- Director/Dean/Head/Principal means the Head of the Institute.
- Appeals Committee mean a Committee consisting of Head of the Institution, Head of the Department if any, and two teachers nominated by the Head of the



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Institution. The appeal committee will examine and consider the request of the students for granting term, if not granted.

- IR means Initial Registration.
 - RPR means Repeat Registration.
 - RL means Repeat Registration for Laboratory or Project work as the case may be.
 - RS means Repeat Registration for studying all components of a course.
 - GT means Granting Term
 - NT means Term Not Granted.
 - RER means Repeat Registration for appearing in Semester End Examination only;
 - REC means Registration for Re-examination for the components under continuous evaluation of a course.
 - RES means Re-examination Registration for Semester End Examination component for a courses.
-
- CE means Continuous Evaluation.
 - LPW means Laboratory or Project Work.
 - SEE means Semester End Examination.
 - SPE means Supplementary Examination.
 - O means Ordinance

After having the above definitions, each programme will have following content in the academic Ordinance for academic governance.

O.AC.2.1 Basic information:

- a) The name and duration of the program leading to which degree or diploma.
- b) Whether it is part-time or full-time.
- c) Shall contain eligibility criteria for admission in the program.

O.AC.2.2. Category of courses

It shall contain categories of courses which may be applicable as follows:-

a. Credit courses

Under the credit courses, there will be compulsory courses and electives courses with credits attached. They will be included in the schedules and teaching and examination scheme of various semesters. Credits earned for these courses will be considered for evaluating the academic performance level of the students.

b. Supplementary courses:

These courses will be non-credit courses and the same will be offered as and when necessary. They are compulsory courses;

These courses will not be included in the schedule of the semesters but will be shown as an additional course wherever applicable with no credits.

The supplementary courses will have to be cleared in maximum 4 consecutive available attempts. The failure to satisfy this criterion at any stage will disqualify the student from registering in any higher semester. Such student can appeal to the Appeals Committee.

The Committee may grant extension up to one additional attempt in a genuine case.

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c. Enrichment courses

Such courses may be credit or non-credit courses which will be other than compulsory courses and supplementary courses. The students will be given a menu of subjects other than the core and supplementary courses and the students will choose the subject of their own interest to study during the semester and earn credits, if attached.

d. Audit courses

These are optional courses. No credits are assigned to them. Such courses will be separately notified in each semester. It is up to the students whether they want to go for taking any audit course or courses in a semester. For such courses, separate fees will be charged. Such courses will be run only if sufficient number of students as to be decided by the provost.

e. Any other courses, if notified by the Head of the Institute.

O.AC.2.3: Component of a course.

The academic schedule of the course may consist of one or more of the following components:

i. Lecture:

The teaching and learning process conducted in class-room or in virtual class-room with various multi-media aids and or in interactive mode.

ii. Strategies for supplementary teaching:

Supplementary to classroom teaching, it consists of one or more of the teaching strategies and each strategy will form a unit like tutorial exercise, quizzes, tests including surprise test, objective questions, term paper, surprise test, etc.

iii. Laboratory or Project Work:

This component will consist of one or more of the components like practical exercises, project. Wherever, the laboratory component is involved in teaching and learning process, the components of laboratory work will be laboratory experiments, maintenance of journal, submission of report, testing of material, etc. Wherever there is project work, it will consist of seminar, submission of periodical report of work done in industry or in professional Institute or in the Institute itself in the mode to be decided by the Head of the Institute. The submission of reports shall be followed by viva. Each such component will have weightage in terms of performance.

O.AC.2.4. Components of assessment of a course

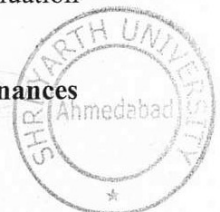
The components of assessment shall be as follows:-

a. Lecture: Semester end Examination

b. Continuous Evaluation: This may include surprise test, mid-semester test, term assignment, quizzes, objective question papers, project work, viva voce, presentations, group discussions, model building, practicals, role play, etc. as relevant for the course and programme.

In addition to all the components as mentioned above, the Head of the Institution may notify additional components also depending upon the requirement of the courses.

The students admitted in the first semester and also in subsequent semester will be informed in advance preferably before the commencement of the semester about the various components of assessment to be observed under the continuous evaluation



Appendix-II, Ordinances of the Shreyarth University

along with the *inter se* weightage attached to them. The weightage of continuous evaluation will be 60% and the weightage of semester end examinations will be 40%.

O.AC.2.5. Course Coordinator and Course Adviser

The Dean/Head of the institution will appoint one of the teachers of a course as Coordinator. The main function of the coordinator will be to coordinate all matters related to continuous assessment of a course and also to guide the students about the system of academic governance of a course including the teaching and examination schemes syllabus, etc. There will also be program /course advisor appointed on rotation by the Head of the Institute for registration and re-registration of the students in a course and also to provide guidelines and counseling to students regarding their issues of registrations.

O.AC.2.6. Teaching scheme:-

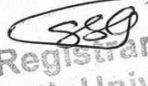
The format of the teaching and examination scheme to be prepared and given to the students and teachers before the commencement of the semester. Wherever there is a compulsory component of training such as summer vacation training in industry or research organization, the same will also be included in the teaching scheme. If there are electives, the list of such electives are also to be mentioned in the teaching scheme itself from where the students will opt for one or two or more electives as per the requirements of the programme in the respectable semester. Similarly, the supplementary teaching scheme and various units of continuous evaluation together with the *inter se* weightage shall also be formulated by the Head of the Institute and the same will be announced before the commencement of the semester to the students and the teachers.

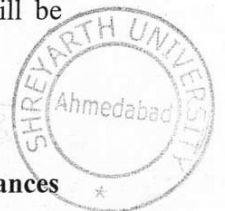
O.AC.2.7. Semester:

- a) Normally the course will be offered semester-wise in the teaching scheme. However, the institute may bifurcate certain course or courses into two semesters of an academic year in order to help students to pursue their study more expeditiously.
- b) There will also be a summer semester which will have academic schedule for supplementary or remedial teaching and even examinations at the end of such summer semester. Normally, the selected courses of only immediate previous odd and even semesters will be offered in the summer semester. The summer semester will also be considered as a part of the respective academic year and at the end of the summer semester, a supplementary examination will be conducted for such course and the result of this supplementary course will be considered as a part of the semester end examination and the grade sheet of such semester end examination will be issued. Similar kind of supplementary or remedial teaching and supplementary examination will also be conducted in summer vacation for the components of continuous evaluation.

O.AC.3.1. Registration in a course

- a) There will be different categories of registration and all categories will be collectively referred to simply as Registration.


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b) The individual category of registration will be referred to by their symbols or in the short forms, the definition of which is already given in the beginning of the Ordinance.

c) The registration will be done course-wise.

O.AC.3.2 The categories of Registration will be as under:-

(i) IR means Initial Registration.

In order to study a course for the first time, the student will be registered under the IR category. This will imply regular attendance for studying of all components of course and appearing in all examinations thereon.

IR registration for course of a semester is required to be done for all courses of that semester as shown in the teaching scheme. IR registration will not be permitted for less number of courses. New admitted student to the program on the basis of qualifying examination for admission will register for IR for the first semester.

(ii) RS means Repeat Registration for studying all components of a course:

The student whose term is not granted for any registered course will have to repeat the study of that course. He will have to seek fresh registration for this purpose. Such category mostly will deal with the student whose term is not granted. This RS category will imply regular attendance to study all components i.e. lecture, LPW, project work, CE, etc. as applicable and also appearing in all examinations thereon.

(iii) RER means Registration for Re-appearing in Semester end examination only.

This registration is necessary for appearing again in a semester end examination of a course. It will not involve regular attendance for studying that course. This will be for those who appeared in semester end examination but could not clear.

(iv) RPR Registration. This term will be used where necessary to include registration of both categories RL and RS

O.AC 3.3. Approval of registration

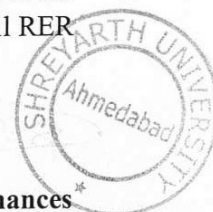
Every student must apply in the prescribed form for different categories of registration except IR as applicable. The decision on the student's request will be based on the availability of a course and applicable Ordinance. The Head of the Institute or his authorized person from within the teaching staff will issue appropriate orders for processing the application which will include screening, verification and final order.

O.AC.3.4 Simultaneous Registration

The student will be allowed to register in a chronological order. The students will not be permitted to have Initial Registration (IR) in the next semester if the total number of courses with RER and/or RPR as applicable in this case exceeds 3, such students will be allowed to have IR registration in the next appropriate semester where the course/subject of failure is taught in a regular schedule. Once, he clears the subject of RER or RPR and such RER or RPR remains three or less than three.

The student who becomes eligible for IR registration in a higher semester must first register for IR and RPR registration as applicable in this case. The student who is not eligible to register in a higher semester must register in the same semester for all RER and RPR registrations as applicable in his case.

O.AC.3.5. Grades



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The performance level of the student in any examination will be adjudged in terms of letter grades given as under:-

| Grade (G) | Qualitative Meaning (GQ) | Equivalent Grade Point (g) |
|-----------|--------------------------|----------------------------|
| A+ | Excellent | 10 |
| A | Creditable | 9 |
| B+ | Very Good | 8 |
| B | Good | 7 |
| C+ | Satisfactory | 6 |
| C | Average | 5 |
| D | Conditional pass | 4 |
| FF | Fail | 0 |
| IF | Interim Fail | 0 |

O.AC.4.1. The scope of examination and assessment

a) In order to pass a course, the students will have to pass all examinations of that course.

The assessment first will be based on marks. The overall percentage of marks, if fractional will be rounded off with the next higher integer value.

b) CE (Continuous Evaluation).

All exercises in continuous evaluation will be continuously assessed during the semester. Oral examinations may be included in the assessment at all possible stages. Total marks of all units of CE will be aggregated based on their *inter se* weightage to give overall % in the CE examination. The student who fails in CE examination will not be permitted to appear in semester end examination of that course, and will have to seek fresh registration in subsequent semester, if the student is otherwise eligible.

c) LPW examination.

Wherever there is laboratory work or project work in a particular course, it will be continuously assessed during the semester. In addition, there will be an overall assessment at the end of semester. Oral examinations will be included in the assessment at possible stages. Each assessment will be given marks. Wherever there is project work, the same will be bifurcated in the different components namely the preparation of project, the progress made in the project, the final report submitted in the project with presentations and oral examinations. The total marks of all these units of LPW will be aggregated based on their *inter se* weightage to give overall % of marks in LPW examinations. The course coordinator will notify the procedure for assessment, review, viva-voce, etc. to the students in advance.

The student who fails in LPW examination will not be permitted to appear in SEE of that course and the student will have to seek fresh registration as RL in subsequent semester, if the student fulfills the condition of granting the term. The course coordinator will notify the procedure for assessment, review, viva voce, etc. to the students in advance.

(d) Semester end examination

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The semester end examination will refer to the written examination of the course taken at the end of the semester. This will cover the full syllabus of a course. The assessment first will be of marks based as per the normal practice of written examination.

(e) Supplementary examination

The institute may decide to hold a Supplementary Examination after SEE for students who have obtained grade IF in SEE. Such students will have to seek RER registration.

Absence in any examination will be categorized in 2 parts:

a. Absence in examination with regular approval

b. Absence in examination without approval

(f) If absence in examination is with regular approval based on genuine reasons will be given absent against that particular course or courses in the grade sheet. But if the student is absent in the examination of a course or courses without approval then such student will be given zero marks and the same will be reflected in the grade sheet.

(g) Every student whether IR, RPR or RER will be given grade sheet immediately after the declaration of result of a particular semester course-wise taking into consideration the overall grade calculated on the basis of the marks obtained in CE and SEE taken together depending upon the inter-se weightage.

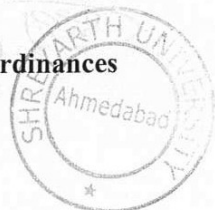
O.AC.5 Granting of term

- a) The granting of term of all students (IR,RS and RPR) will depend on the compliance of maintaining 80% of attendance in all components of course or courses as applicable. If the student does not comply with the minimum requirement of attendance, his term in the particular course or courses where he has deficiency of presence will not be granted and he will be considered as NT.
- b) The student who has been given category of NT may appeal to the Appeals Committee giving full reasons for default, and the decision of the committee in all such cases will be final. The student who is given NT category in a course or courses will not be permitted to appear in the semester end examinations. He will be given the grade FF (Final Fail) in a course or courses.

O.AC.6 Grades in examination

- a) The grade for the continuous evaluation and LPW (wherever applicable) examinations will be given on the basis of % of marks obtained by the students in the respective examinations. Table 2(A) shall be referred for converting marks into corresponding grades for all examinations except continuous evaluation and Table 2(B) shall be for the continuous evaluation.

| Table 2(a) | | Table 2(b) | |
|----------------------------|-----------|--------------|-----------|
| All examinations except CE | | For CE | |
| % marks | Grade (G) | % marks | Grade (G) |
| 90 and above | A+ | 90 and above | A+ |
| 80-89 | A | 80-89 | A |
| 70-79 | B+ | 70-79 | B+ |
| 60-69 | B | 60-69 | B |
| 50-59 | C+ | 50-59 | C+ |



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| | | | |
|--------------|----|--------------|----|
| 40-49 | C | 40-49 | C |
| Less than 40 | IF | 30-39 | D |
| | | Less than 30 | IF |

b) Grade in semester-end examination (SEE)

In normal course, a student (IR and RPR) and category GT (Granting Term) will appear for semester end examination after his CE and LPW examination in the same semester. The grade for the performance in SEE will be given on the basis of the percentage of marks obtained by the students as shown in table 2(A) above which shall be converted into corresponding grades except that, IF will be given.

The student who has obtained grade IF in SEE or SPE or the student who is absent with regular approval and the student who has got zero due to not obtaining regular approval will also be considered along with IF grade and they will be allowed to appear in 3 consecutive available subsequent SEE in the concerned courses. The criteria for giving grades in 3 attempts will be the same as given for SEE. However, the grade IF in the final permissible attempt will be converted into grade FF in a course and accordingly, the students will have to have regular attendance in that course with granting of term.

c) Course grade:

The course grade will be given only when the student passes all the components of examination. Marks of SEE/SPE and CE and LPW (if applicable) examinations shall be aggregated on the basis of components/*inter se* weightage as given in the teaching scheme.

After the performance of each student in the course as a whole (CE and SEE) will be assigned a grade based on the aggregate percentage (%).

The grade sheet and the transcript will show only the course grade and not the component grade

d) Interpretation of grades

The grade C is minimum for passing. It means in terms of marks, 40% will be the passing standard. A student getting grade D (between 31 to 39) in CE can improve his performance i.e. by repeating the entire CE components in subsequent semester at his own option. The better of the grades obtained in 2 examinations will be considered.

e) If the grade FF (Final Fail) is given in case of NT (term not granted) then student will have to seek RS registration (Repeat Registration for Studying all components of course).

If grade FF is given due to failure in the final admissible attempt (3) in SEE, the student will have to seek RS registration to repeat studying of course with all components.

Grade IF (Interim Fail) given in CE, LPW and SEE/SPE as under:-

| | |
|-------------|--------|
| Performance | Grade |
| Fail in CE | IF (C) |

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| | |
|-----------------|-------|
| Fail in LPW | IF(L) |
| Fail in SEE/SPE | IF(S) |

O.AC.7 Passing standard

Passing a component:

A student has to obtain minimum grade C in examination of each component i.e. CE, LPW (wherever applicable) and SEE/SPE.

(NOTE:- In any particular programme it is decided to have different passing standard then as mentioned above, the appropriate changes will have to be made in Letter Grades at different places visa viz. the marks obtained. For example, if it is decided to have different passing standard for individual component of a course which may be 40% and in overall passing standard of the entire course taking all the components is 50% then accordingly, the appropriate changes at appropriate places are required to be done. This ordinance is proposed as a specimen taking 40% as passing both in component and overall. This note is not a part of Ordinance. This is simply a clarification)

O.AC.8 Gracing:

A student who is not satisfying the condition of passing in a given course will be deemed to have been graced for passing the course if the student fulfills the following conditions:

- Grade D in CE
- Minimum C in LPW and SEE/SPE and minimum C in a course.

However, such D grade will be allowed maximum up to 4 in the entire program.

O.AC.9 Failure

The student not satisfying the criteria of passing or gracing will be considered as having failed. The student who has once passed any examination will not be allowed to appear at it again.

The grades or marks obtained by a student in CE examination passed by him will be carried forward.

O.AC.10 Class and % of marks

In case a student wishes to have equivalence between CPI value and class (% of marks), the same can be considered as given below:-

| CPI value | Equivalent class |
|---------------|------------------------|
| 5.00 to 6.49 | Second |
| 6.50 to 7.49 | First |
| 7.5 and above | First-with distinction |

The students at the end of the program will obtain CPI of minimum 5.0 taking all the credit courses of the program into consideration.

O.AC.11. Cancellation of admission:

The admission of following categories of students is liable to be cancelled:

- Failure to earn credits for all courses of semester-I within four semesters (except summer semesters) of admission to the programme,

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- ii. Failure to earn credits for all courses of Semester-II within five semesters (except summer semesters) of admission to the programme,
- iii. Failure to earn requisite credits and CPI min. 5.00 to pass the programme within a period (after admission to the programme) equal to the stipulated duration of the programme plus two additional years.

The student, whose admission is so cancelled, can appeal to the Appeals Committee. The Committee may grant an extension up to the two additional semesters for cases falling under (i) and (ii) and up to three additional semesters for cases falling under (iii) for deserving cases, provided the student gives a viable assurance to make up the shortfall within that period.

Notwithstanding anything contained above, the President may consider the cases of such students falling under category (i), (ii) & (iii), if the student has cleared all the courses and have earned the requisite number of credits except one course, on an appeal filed. The President will consider such appeal on the recommendation of the Appeals committee prescribed for the purpose and after considering the genuineness of the case may give one additional attempt to the student concerned to clear the remaining course.

O.AC.12

Continuous assessment will be carried out by the teachers concerned as per the guidelines and norms as prescribed by the Head of the Institution/Dean. If any doubt arises in the minds of the teachers while assessing the components of continuous evaluation, he/she will first contact the faculty coordinator who will, in case of need, take final guidance or approval from the Head of the Institution.

O.AC.13 Summer semester course and examination

The institute may offer the following 2 categories of courses in the summer semester. However, no separate registration is necessary to attend a course in summer semester.

1. For students with RER registration:

Course in which only the lecturer component exists to appear in examination.

2. For students with RPR registration:

The course in which all applicable components will be taught. Provided however, such course will be offered only if minimum of five students have opted for the same. However, the Head of the institution is empowered to relax this condition as he or she deems fit.

O.AC.14

For the courses as mentioned in (1) above, the summer semester end examination will be considered as SEE or SPE as applicable to each student. If the student gets passing grade in this examination, will be given the appropriate grade otherwise the status of his registration before the summer semester will remain unchanged.

For the course mentioned in (2) above, all ordinances applicable to IR and RPR registration will apply means examination i.e. CE, LPW as applicable and SEE will be taken. If the student passes in the course, he will be given appropriate grade otherwise the status of his registration before the summer semester will remain unchanged.

O.AC.15 Supplementary courses

- a) This category includes courses in general development, language and communication skills and other such subjects which the Head of the institution feels

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necessary to add. These courses will be non-credit courses. However, the teaching scheme for these courses will be shown separately. The components of such courses will be in general as of the credit course. The ordinance for registration, granting the term, conduct of examination, assessment and passing standard will be the same as of the credit course. However, no gracing will be available.

b) The students will have to pass these courses in a total of four consecutive available attempts. The cases of students who have not passed the course in available attempts will be referred to the Appeals Committee. The decision of the Appeals Committee will be final.

c) The grade sheet or the transcript will contain an appropriate reference of such course. Since, no credits are allotted to them, it will not affect the performance in terms of grade.

O.AC.16 Enrichment course

These are the courses other than the compulsory and supplementary courses and elective courses. These courses may be with credit or non-credit. The students will be given a possible menu of the subjects from which the students will opt one of the subjects as it deems fit. This course will basically not focus the concerned discipline or core course and mostly they will be limited to class-room teaching. In case of acute need and in the interest of teaching-learning process, laboratory or practical work may also be included and a separate arrangement within or outside the University may be made.

The registration for such courses will be done course-wise. The students will be allotted registration for only one such course. The list of such course will be decided depending upon the facilities available and with the approval of the Head of the institution concerned.

In case of non-credit course, the students will be deemed to have completed such course satisfactorily if he shows good conduct and behavior, maintains 80% attendance and submit all assignments diligently and regularly. If it is a credit course then such course will be treated on par with other credit courses in all respects.

On satisfactory completion of a course, a suitable mention will be made in the transcript and the grade sheet of the student.

The structure of this course will be decided by the Head of the institution/Dean.

O.AC.17. Notwithstanding anything contained above, the Board of Management on the recommendations of the Academic Council may make any relaxations or changes in any of the above academic ordinances as deems fit appropriate depending upon the program and the situation prevailing at that stage.

Ordinance 6

Conduct of examination (under section 28(1)(e))

A. Normally the schedule of semester end examination should be declared one month before the date of commencement of the examination. The student is required to make payment of examination fees and the grade sheet fees to the university. However, it is not required to get the examination form filled in by the student for every semester end examination for the student who has registered himself under the Initial Registration (IR). The head of the institute will submit a list of such IR



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students entitled to appear in the semester end examinations to the Examination Section of the university one month prior to the commencement of examination. However, the students who have to appear in a subject or subjects of the previous semester examinations or has got RS, RER or RPR registration have to fill in the examination forms one month before the date of commencement of such examinations. The Examination Section will also ensure that along with the regular examinations at the end of the semester for the students of IR (Initial Registration), the examinations of the previous semester where the repeater students are to appear is also scheduled.

- B. Normally the examination fees once paid shall not be refunded except in the circumstances and to the extent mentioned below:
- Where a candidate expires prior to the examination, the entire fee shall be refunded.
 - Where a candidate suddenly becomes ill and prevented for appearing in the examinations and sends an application for refund supported by medical certificate so as to reach the Registrar within three days after the commencement of the examination, one half of the fees shall be refunded.
 - Under clause J of Ordinance 8 below.
 - The refund claimed on any other ground shall be placed before the Provost who will decide the amount of refund.
- C. Wherever an external person is appointed as a paper setter or examiner or both or as a convener for any examination or to assess project work or to conduct viva which is a part of examination, he will be paid the appropriate remuneration to be decided by the Board of Management from time to time.

Ordinance 7

- A. When the Academic Council decides to incorporate major changes in the syllabus and teaching and examination scheme, the students who are RER will be permitted to appear in two more examinations in succeeding years according to old course. Non-appearance in the examination shall be considered as an attempt. However, such of the students who do not opt to appear in the examinations with old course or who do not pass such examinations with old course in two attempts shall appear subsequently at the examinations under new course and syllabus, subject to the conditions laid down by the Head of the Institute.
- B. No student who has passed an examination of this or any Statutory University shall be permitted to appear at the same examination of this University with the same courses or subjects.

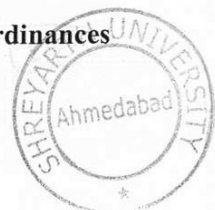
Ordinance 8

Malpractices/unfair means used during the examinations:-

- A. Before, during or after the examinations, both in continuous evaluation and the semester end examinations, if it is found that the student is or has been guilty of misconduct including misbehavior, committing acts of indiscipline, disobeying instructions of Examination officials, committing breach of any of the rules laid down for the proper conduct of the examinations etc. OR copying

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- or having attempted to copy or using or attempting to use other unfair means at the examination, shall be liable for punishment.
- B. In case of involving in any of such misconduct during examination, the answer book or the sheet of the student concerned where he used to write answers will be taken into custody with all the incriminating material/evidence caught from the students and then obtain written statement duly signed by the student, invigilator and the senior invigilator/supervisor or the officer in-charge for conducting the examination.
- C. After completing this process, the new answer book will be issued to the student and will be allowed to continue to write his answers for the remaining part of examination and after the examination of that subject or course is over, immediately the matter shall be reported to the Registrar with all relevant documents on the same day.
- D. The candidate reported as above will be allowed to appear in subsequent examinations of that session. However, in case the same candidate is again found guilty of indulging in misconduct or malpractice during any of the subsequent examinations of that session, the same procedure will be followed. However, if he is found guilty in both the events, the punitive action will be followed accordingly.
- E. The cases of impersonation, violence or intimidation involving outsiders in the examination shall immediately be reported to the Senior Supervisor or the Officer in Charge and action as per the concern law including filing a police complaint will be taken.
- F. Examiner, who detects or suspects case of copying while assessing answer book during conduct of examination under the components of continuous evaluation shall immediately report such case to the Registrar.
- G. The Registrar will make a full report about each case to the Examination Reforms Committee, dealing with the cases of the students using unfair means in the examinations.
- H. The Examination Reforms Committee appointed by the Provost to deal with such cases will make appropriate recommendations. This Committee will determine its own procedure of inquiry in each case and after necessary investigation, inquiry and observing principles of natural justice, will submit a detailed report to the Head of the Institutions, along with recommended punishment. The concerned Head of the Institution will issue necessary written order of punishment. The order of punishment, which amounts to debaring the student for the period of more than one academic year will be issued with the approval of the Provost.
- I. The punishment in each case would depend upon the circumstances of that case. The Examination Reforms Committee may follow general guidelines to be decided by the committee itself for specifying punishments for different types of unfair means / malpractices, as far as possible, the Examination Reforms Committee should follow these guidelines. However, in peculiar cases, which cannot be covered under the guidelines, can be dealt with



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judiciously but firmly and make appropriate punitive action to preserve the integrity of the system of examinations.

- J. The head of the institute or the head of the program shall have power to exclude any student from the examination either a part of continuous evaluation or a part of semester end examination on being satisfied that he is suffering from an infectious or contagious disease. Whenever such student is excluded from appearing in examination, the fees paid by him shall be refunded.
- K. The provost may allow the student to appear in the examination provisionally under the following circumstances:
- a. In case of any disciplinary action pending against the student
 - b. When the student has fallen short of minimum requirement of attendance and he has requested to condone the absence to the competent authority at the end of the semester and the said request is under consideration – provided that in case the final conclusion on the above item is not even arrived at due to genuine reasons even at the time of declaration of result then the result of the student concerned may be withheld with the approval of the Provost.

Provided that in case, before declaration of the result, the punitive action is decided and it amounts not to allow students to appear in the examination concerned then the appearance in examination will be automatically considered void. Similar will be the action in case of not granting the request for condoning absence.

Ordinance 9

Declaration of result

- A. Approval will be given to the concerned result by the concerned committee constituted for the purpose. The university shall strive to declare the result within fifteen working days from the date of completion of the semester end examinations and shall in any case declare the result latest within 30 working days thereof. Provided however, that in case, university is not in a position to follow the limit of declaration of result as stated above due to genuine reasons and circumstances beyond its control, it shall, as soon as possible submit a report to the President incorporating the detailed reasons.

Provided further that so far as the result of the components under the continuous evaluation is concerned the same shall be submitted to the examination section fifteen days before the date of commencement of the semester end examination.

The examination section will declare the result combining the result of continuous evaluation and also the semester end examination as per the performance of the student with indicating the grade the student has obtained.

- B. Along with the declaration of the result, the student will also be given the grade sheet subject-wise and course-wise. The result shall also be uploaded on the website of the university to enable the parents to see such result.



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- C. As soon as, the result is declared, a date will be fixed to show the answer books of the semester end examination to the student in presence of responsible person of the Institute and if it is found that there is a mistake in totaling or the answer is unassessed or the marks given in the answer book are not carried forward to the front page of the answer book, then the concerned examiner will give the statement about the mistake occurred and the same will be submitted to the Examination Section duly signed by the head of the institute or the department or the programme. The examination section will again verify the mistake and will declare the result after correcting the mistake in its true position.
- D. If the student has failed to inspect the answer book on the scheduled date due to genuine reason and he wants to have re-checking of his marks in his answer book then he shall apply in the prescribed proforma with request to the Controller of Examination with requisite fee and the Examination Section will verify the answer book in terms of totaling, unassessed answer or carry forwarding the marks on the front page. If the mistake is found then after getting the statement of the examiner concerned about the mistake done, the result will be amended in its true position. Provided that in both the above case, while amending the marks if there is no change in overall grade or result, then with the approval of the Registrar, such corrections may be done. But, if the overall grade or result is changed, then before declaring the revised result, the approval of the Provost shall be obtained.
- E. No student shall be eligible for any of the scholarships, medals or prize to be awarded on the basis of the academic performance on merit if he has failed or condone in any of the course or subject of the programme.
- F. In any case where it is found that the result of the examination has been affected by an error, malpractice, fraud, improper conduct or other matter of whatsoever nature, the Provost on recommendation of the Examination Reforms Committee as duly constituted shall have power to amend such result in such manner as shall be in accordance with true position and to make such declarations as the Examination Committee shall consider necessary in that behalf provided that no such result shall be amended after the expiry of 6 months from the date of publication of such result.
- G. In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractice, fraud or any other improper conduct whereby an examinee has benefited and that such examinee has in the opinion of the Examination Reforms Committee that the student was a part directly or indirectly of such malpractice, fraud or improper conduct, the Provost shall have power on the recommendation of the Examination Reforms Committee at any time to amend the result in true position notwithstanding anything contained above the issue of a certificate or



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the degree is issued, or prize or scholarship are awarded, the same will be withdrawn by the Board of Management with the approval of the Governing Body.

Ordinance 10

The commencement of new programmes of study

Whenever the University wants to start the new programme leading to degree, diploma or certificate then the procedure to commence the program shall be followed as under:

- A. The detailed proposal along with the duration of the program, intake of students, admission, financial implications year-wise, faculty and administrative staff required, teaching and examination scheme, syllabus, passing standard and other details about the governance of academic delivery will be submitted by the department/institute concerned to the Registrar of the University. The Registrar will submit the proposal to Development Committee to examine the proposal in terms of requirement of human resources in the society in concerned field, the status of such program being run under different institutes and universities in India, their placement record, the financial viability and other aspects related to it and make recommendations as to whether this new program is worth considering to commence.
- B. Once the recommendations are received in positive to start the programme, from the above brain storming by the Development Committee, then the same proposal will be submitted to the Academic Council for consideration. The recommendations of the Academic Council will go to the Board of Management and then to the Governing Body. Once the Governing body approves the proposal then the notification will be issued about the approval of the programme and the same will be placed on the website of the University. At least 2 months before the commencement of the new academic year, the process of admission will be initiated. In the process, the eligibility criteria for admission and the mode of admission shall also be included.

Ordinance 11

The procedure for award of degree, diploma, certificate, etc. (under section 28(1)(c))

When the students complete the programme and become eligible for award of any degree, diploma or certificate, then the procedure to be followed for awarding such degree, diploma shall be followed as under:-

- a) The head of the institution or the department will give certificate in the prescribed proforma that the students concerned as per the list attached have completed their academic requirements for award of degree, diploma or certificate concerned and the same should be submitted to the Registrar of the University.

Once such a list is received by the Registrar of the University, the Registrar will verify the list with the enrolment number of the students and such other verification of the record of the examination will be submitted to the academic council for making appropriate recommendations to the Board of Management and then to the Governing Body. Once the Governing body approves the list of awardees for degree, diploma or certificate, the final list of such degree, diploma or certificate will be notified under the notification and the student concerned will be informed that they have become eligible for the award of such degree, diploma and the same will be conferred in the convocation to be held.

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- b) For awarding such degree and diploma, the convocation will be held by the University and the intimation for such convocation will be sent to the students concerned who are going to get the degree or diploma, at least thirty days before the date of convocation. Along with such intimation the students will also be given form where they will express their desire as to whether they want the degree *in presential* or *in absentia* in convocation.
- c) Based on such intimation received the list of students who are going to get degree *in presential* will be prepared. One or two rehearsal of the procedure of convocation will be arranged. Normally, the convocation shall be held in the evening. However, it may be arranged based on the convenience of the Chief Guest to be invited and the President of the University. The procedure for convocation with regard to the award of degrees, diploma including the procession and also the sequence of events on dais, sitting arrangement for the convocation, sequence in the procession like members of the Governing body, Board of Management, Academic Council will be included followed by the teachers concerned and then the students who are going to get degrees. The sequence in the students' category will be first student getting degree of Doctorate followed by Post-Graduate Program, Under-Graduate and Diploma. The appropriate sitting arrangement will be arranged for the students and teachers of the programme in the Pandal or Auditorium where the students are to be awarded degrees or Diploma. The members of the Governing body, Board of Management and Academic Council will sit either on the dais, on the right or on the left side of the dais. However, depending upon the convenience, the sitting arrangement of such members can also be made in the front of the dais of the Auditorium or the Pandal. In the center of the dais, the Chief Guest, the President of the University, the Provost and the Registrar will sit. The sequence of the programme on the dais will be as finalized by the Board of Management on the recommendations of the Academic Council.
- d) The students of Ph.D. and post graduate programme will receive the degree certificate from the hands of the President on the dais. The medalists also shall be invited to the dais and shall be given medal by the Chief Guest.
- e) The other students will receive the degree or the diploma certificate from the identified room or the office one or two hours before the procession starts and they will sit in the Pandal or the auditorium with such certificate.
- The sequence of the procedure for award of degree, diploma and the prescribed script for submitting the request for award of such degree, diploma by the Head of the Department or the Head of the Institution or the Dean shall be uniform for all and will be decided by the University with the approval of the Academic Council and the Board of Management. The script for President permitting the award and degrees and diploma on behalf of the Governing body will also be decided in advance by the University with the approval of the Academic Council and the Board of Management.
- f) There can be more than one convocation in a year depending upon the requirement but the annual convocation will be one. The others will be considered as supplementary convocation where the Chief Guest may or may not be invited. The President will preside over the convocation or in his absence the Provost will preside over the convocation.



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- g) In case where it has been ascertained and it is found that such degree is obtained by any malpractice, fraud or any other improper conduct then the Governing Body shall withdraw such degrees after following the norms for principle of natural justice.
- h) The certificate for short term programme other than the programmes leading to degree or diploma will be awarded in a separate function in the Institute concerned.
- i) The students who have opted for degree/diploma *in absentia* will be given certificate through post at their registered address.

Ordinance 12

The conditions of awarding of fellowship, scholarship, stipend, medals and prizes (under section 28(1)(d))

- A. The conditions for awarding fellowship, scholarship, stipend, medals and prizes, etc. if any, will be decided by the Board of Management on the recommendations of the Academic Council. So far as the medals and prizes are concerned, there will be 2 categories namely
 - i. The first category of medals and prizes for which the donations are received from the donors. In such cases the conditions of awarding the medals and prizes will be decided by the donors. However, the approval of such conditions will be endorsed by the Board of Management on the recommendations of the Academic Council. Normally the conditions given by the donors will be acceptable, unless it leads to the discriminatory approach with regard to creed, caste or such other conditions which are contrary to the provisions of the Act as mentioned under section 12 of the Gujarat Private Universities Act, 2009.
 - ii. The 2nd category of award of such medals and prizes will be the category under which the University will award the medals or prizes from its own fund. In such category, the conditions will be decided by the Board of Management on the recommendations of the Academic Council.
- B. In case of dispute or doubt in interpretation of conditions about the merit of the student with regard to eligibility for the award of medal or price, the decision of the President shall be final. However, the President may take advice of a committee or any other official as it may deems fit.
- C. The medals will be awarded in the convocation and the prizes will be announced in the convocation by the Registrar but the cheque of the prize will be sent to the students on their registered address.
- D. So far as the fellowship, scholarship, stipend, etc. are concerned, the same will be awarded to concerned students on the basis of the norms and conditions prescribed by the Board of Management on the recommendations of the Academic Council.

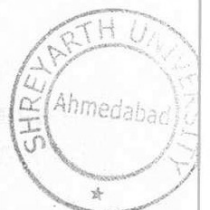
Ordinance 13

Conditions of Halls of Residence of the students of the University (under section 28(1)(g))

The University will maintain its own hostels or recognize the hostels which are maintained by the other agencies as and when need arise. The students will be admitted in such hostels with such terms and conditions and with such fees as to be decided by the Board of Management.

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The conduct and discipline to be observed by the residents of the hostel will also be decided by the Board of Management on the recommendations of the Academic Council

Ordinance 14

Discipline and conduct rules of the students of the University (under section 28(1)(h))

The general conduct and discipline rules of the students admitted in different programmes of the University will be as under:-

- (1) All the students admitted under the different institutions of the University will have to observe and abide by the discipline rules prescribed by the University. He / she will submit to the Head of the Institution. The declaration in the Performa attached herewith as Enclosure -1.

The student will also be required to give an undertaking in the Performa attached herewith as Enclosure – 2 to be filled up and signed by the student and his parent/ guardian to the effect that he/ she aware of the approach of the Supreme Court, University Grants Commission and the University towards ragging and the punishment to which he/ she shall be liable, if found guilty of ragging.

(2) Discipline to be observed in or outside the institute or the University:

- (i) Every student must carry his/ her Identity Card which shall be produced when demanded;
- (ii) It is mandatory for the students to attend the classes, sessions, prayer, co-curricular activities etc. on all working days from the start to the end of the semester. Absence due to illness or unavoidable circumstances shall be considered only if the application is supported with medical certificate and leave application form from the parent is submitted to the Head of the Institution.
- (iii) Students are expected to behave in a responsible manner and abstain from chatting amongst themselves while the class is in progress.
- (iv) Students are expected to be polite individually or in groups and show respect to the faculty/ staff of the institute/ University.
- (v) Any indiscipline or misbehavior in class or in the campus or even outside the campus would warrant disciplinary action against the student(s).
- (vi) Any action of any individual, group or a wing, which amounts to interference in the regular administration of the institute or University is prohibited. Disciplinary actions will be initiated against such student(s).
- (vii) Causing disfiguration or damage to the property of the University or belongings of staff members or students is prohibited.
- (viii) No student shall indulge in any activity that might be illegal or may lead to disorderliness.
- (ix) No student shall be in possession of liquor, drugs or any intoxicating materials, nor would consume such things.
- (x) Smoking cigarettes/ chewing pan or tobacco or gutka is strictly prohibited.
- (xi) Indecent behavior in any form will not be tolerated.
- (xii) Use of mobile phone is strictly prohibited in the classrooms, laboratories or any academic areas.



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- (xiii) Activities like video shooting, photography, playing musical instruments and listening to radio, tape recorder, etc. are prohibited on the Campus except with the permission of the Head of the Institution.
- (xiv) The students are expected to be in the class rooms/ Laboratory or any place of study on time prior to the commencement of study.
- (xv) Use of helmets is compulsory for everyone who rides a two-wheeler to and from the campus.
- (xvi) Students should follow a decent dress code when they come to the University.
- (xvii) Any kind of ragging in the class, campus or even outside the campus is strictly prohibited.
- (xviii) Similarly any kind of misuse of Internet, intranet or computer software, mobile etc. is strictly prohibited.
- (xix) Disobeying any instructions of any kind issued by the Head of the Department or Head of the Institution will be considered as indisciplinary action on the part of the student.
- (xx) For the items which are not covered above and which the Head of Institution considers as indiscipline, the appropriate action will be dealt with, under these rules.

(3) The discipline to be observed in the hostels of the University or the hostels recognized by the University:

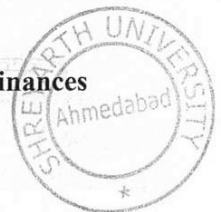
- (i) The students are expected to conduct themselves in a manner, which will not cause offence, inconvenience to other members at the campus.
- (ii) The students must observe complete discipline inside the hostel premises and see that no wasteful, improper or destructive use is made of amenities such as water, electricity, furniture, etc. The students shall be responsible for any damage done in the building or any other articles in the hostel, and will be required to pay the damages as decided by the management.
- (iii) Each student will see that his / her action does not lead to breach of privacy or cause inconvenience to other residents of the hostel.
- (iv) The student will observe decent behavior in such a way that it will not cause disturbance of any kind to his / her fellow residents.
- (v) Students shall be in the Campus / Hostel premises by the designated time as decided by the competent authority.
- (vi) No waste paper or rubbish would be thrown around / in the hostel. When the student(s) goes out of the room, he / she should see that the lights are also switched off.
- (vii) A student shall only occupy the room when seat is allotted to him/ her in the hostel and shall not change the same.
- (viii) Hostel student shall not stay overnight out of the hostel without the permission of official designated by the Head of the Institution. Permission for such requirement should be sought in writing, indicating the address with the telephone number at which the student will be spending night.
- (ix) Boys and Girls can interact with each other in the designated areas as decided by the Competent Authority. Under no circumstances, the boys and girls will enter the rooms of each other.
- (x) Ragging in the hostel and on the campus is strictly prohibited. Any student indulging in this will be liable to be expelled not only from the hostel but also from the institute.



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university. Student will also be dealt with in this regards under the relevant criminal law,

- (xi) Gambling, possession and usage of alcoholic drink and narcotics anywhere within the hostel premises is strictly prohibited. This is in accordance with the legal requirements of the state, and breach of this clause under state laws will be dealt with according to law.
- (xii) No celebrations or social gatherings shall be held in the hostel premises without the prior permission of the Head of the Institution.
- (xiii) All complaints about the staff working in the hostel shall be made to the warden or person in charge of the hostel and under no circumstances the students will abuse or assault the staff.
- (xiv) No visitor will be invited to take part in meeting or a function without prior permission of Head of the Institution.
- (xv) In case student desires to stay out of the hostel for the night or leave the station, she/he shall apply to the officials designated by the Head of the Institution in writing along with recommendation of local guardian or parents and obtain necessary permission.
- (xvi) No other person(s) will be allowed to enter the premises of the hostel without the permission of hostel in charge, except the local guardian and the parents during the prescribed time.
- (xvii) No student will be permitted to enter after the roll call unless she produces a written permission obtained from the hostel in-charge, which will not be on the basis of the request made either by the local guardian or parent.
- (xviii) Even during prescribed time for visit, the concerned visitors have to make entry in the register kept for the same.
- (xix) Hostel accommodation will be made available to a student only for the stipulated actual duration of the programme. Students must vacate their rooms at the end of each academic year and hand over the rooms to the hostel in charge.
- (xx) The student will be required to sign the receipt of the items of furniture and fixtures to be used by them. They will be responsible for furniture and fixtures or the property of the rooms. While leaving the room at the end of the semester, every student shall handover the charge of the furniture and other material available in the room to the hostel in charge.
- (xxi) Students desiring to reserve their seats for the next semester must submit their applications for re-admission in prescribed form to the hostel in charge before they leave for the vacation.
- (xxii) If the student locks the room with private lock and leave for vacation, the hostel in charge shall have right to open the lock and take possession of the room.
- (xxiii) The final year students should vacate the hostel within 7 days from the date of completion of the final examination failing which he / she has to pay an amount per day per room as decided by the University from time to time.
- (xxiv) Security of students' belongings is their own responsibility. The students have to make sure that they lock the rooms properly before they leave for the day's schedule.



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Any theft should immediately be reported to the hostel in charge and Head of Institution.

- (xxv) The officials of University / Institutes have right to inspect any hostel room at any time.
- (xxvi) No guest will be allowed to stay overnight in the hostel rooms.
- (xxvii) All types of payments like light bill, or other charges, if any, will be paid at the hostel office.
- (xxviii) All the visitors including non-resident students shall record their details of visits in the register kept on the reception counter.
- (xxix) Food will not be served in the hostel room unless a student is sick and unable to move out of the room.
- (xxx) The student at the time of admission will get name of the local guardian approved by her parents in the prescribed Performa.
- (xxxi) All cases of sickness must be reported immediately to the hostel in-charge/ institute authority. This is a joint responsibility of the sick student and his/ her roommate and those in the adjoining rooms. Emergencies or accidents should also be immediately reported to the hostel in-charge and Head of Institution.
- (xxxii) The University has right to change the allocation of rooms or get the rooms vacated anytime if exigency demands.
- (xxxiii) The visiting hours of the guardian of the student will be determined and during that period only the local guardian can meet the student in the designated areas only.
- (xxxiv) The University reserves right to change any or all the rules without prior notice.

(4) Procedure to be followed for imposing penalties:

For disobeying any disciplinary rules, the competent authority will take disciplinary action against the student concerned. There shall be separate procedure for imposing minor penalty and major penalty. The following in- disciplinary action on the part of the student shall be subjected to the major penalties:

1. Damaging the property of the University/ Institutions (moveable or immoveable)
2. Involving in violence on and outside the campus including instigating the violence.
3. Involving himself / herself in criminal act like using alcoholic beverages, drugs, gambling on or outside the campus including instigating the other students for such action.
4. Ragging in and outside the campus.
5. Any act which deteriorate the overall atmosphere on the campus or the institute.
6. Theft of University property or the property of the other students, staff or any other person on the campus.
7. Any other act which the Head of the Institution feels as gross misconduct, which are not covered under the above categories.

(5) Procedure for imposing major penalties:

For imposing the major penalty, the following procedure will be followed:

1. As soon as the information about such in-disciplinary action is brought to the notice of the Head of the Institution concerned, the Head of the Institution will suspend the student concerned from attending the classes /practical or any other academic activities.
2. He will at his discretion constitute the fact-finding committee from within the people working in the institute and the fact finding committee will submit the report at the



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earliest but within a week's time after inquiring the details by inviting student(s), parent(s) and will record the statements. They will examine the other witnesses and record their statement. The committee will also examine the circumstantial evidences. On the basis of the report of the fact finding committee, if the Head of the Institution concern feels that the charges levelled against the student fall under the major penalty and these are prima-facie proved, then the report of the committee will be submitted to the Provost who will appoint committee at the University level and after further investigation by the university level committee, if it feels that the student is /are involved in disciplinary action which amounts to gross misconduct, then they will make recommendations for the major penalty to be imposed and will be submitted to Provost and on the decision of the Provost, a show cause notice shall be issued to the student concerned and after the reply received from the student concerned, the final decision about imposing the penalty will be taken by the Provost.

(6) The major penalty includes following:

- (1) In case of criminal act or moral turpitude, the initiation of police action against the student(s).
- (2) Prohibiting the student concerned from appearing in the course or courses in Semester End Examinations.
- (3) Detention of the student(s) for a semester or more.
- (4) Rustication from the University or from its institutions for a period of one year or more.
- (5) Permanent rustication from the Institute or the University.
- (6) Any other major penalty, which the Provost feels appropriate to impose.
- (7) If the individuals committing or abetting 'ragging' are not identified, collective punishment could be executed to act as a deterrent punishment and to ensure collective pressure on potential 'raggers'.

In case the student is involved in any kind of ragging and is punished for the same, the mention of the same will be incorporated in his / her migration certificate.

(7) The minor penalty includes following:

For any other indisciplinary action other than the covered above, the Head of the Institution will be competent to take action against the student concerned and impose minor penalty after hearing the student concerned and also the other persons, which the Head of the Institutions feels appropriate or the person designated by the Head of the Institute.

(8) The nature of minor penalties which can be imposed:

- (1) Warning.
- (2) Giving special academic or other assignments for which the Head of the Institutions will be competent to decide.
- (3) Imposing fine.
- (4) Putting the student on conduct prohibition for the period, which the Head of the Institution feels appropriate.
- (5) Prohibiting to the student to appear in examination limited to two subjects.
- (6) Suspending student for attending classes for a period not more than one week.
- (7) Any other minor penalty the Head of the Institute feels appropriate.

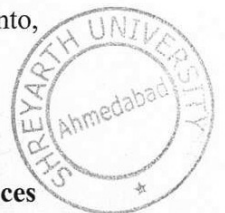
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Notwithstanding anything contained in these rules, the above provisions will not be made applicable to the students who have used unfair means in the Examinations for which separate provisions are provided in different Ordinances.

Ordinance 15

The manner of co-operation and collaboration with other Universities and Institutes of higher learning (under section 28(1)(j)).

- A. In the interest of the academic delivery system, creation of the academic ambience and atmosphere and to give full exposure to the different development of Science, Technology and also in the other fields and conducting relevant research, the university may have different kind of MOUs or agreement with other institutes of higher learning, universities, industries and other institutes of research which have similar or partial object on the line with objects of the Shreyarth University. Such kind of collaboration and co-operation will be with the approval of the Academic Council and the Board of Management. However, whenever such kind of co-operation and collaboration is undertaken with any such institute and there is financial implication on the part of the University then, such kind of MOUs with regard to such collaboration and co-operation will be proceeded through Finance Committee and also with the approval of the Governing Body.
- B. Such co-operation and collaboration may also be for the purpose of internship, training, joint research, joint conferences, extension activities, on line education through virtual class room continuing education programs, utilizing the academic infrastructure of other institutes, laboratories, etc.
- C. Such collaboration and co-operation may also be with other universities or institutes outside India subject to the norms as prescribed by the University Grant Commission and the concerned department of the Government of India.
- D. Such collaboration and co-operation will be solely for the purpose of enhancement of learning and exposure to the students and the teachers and will not be in any case to give any kind of financial benefit to any other company or institute. Whenever, such kind of collaboration and co-operation is dealt with the industry or similar kind of organization for the purpose of consultancy, then cost involved in the terms of utilizing the infrastructure of the university and the institute in terms of laboratory, electricity, library, equipments and such other things will have to be taken into consideration while deciding consultancy charges; besides the cost for intellectual property utilized by the teachers and the scientists concerned as also the cost of administration and management charges, which will be minimum of 20% to be paid to the university.
- E. If in such consultancy, the teachers are involved then the teachers will be given their share from the consultancy charges received from such industry in an appropriate portion of such income as to be decided by the Board of Management. If any pattern is to be evolved through such consultancy then different terms may be decided.
- F. In addition to consultancy, different institutes of the university may conduct different kind of training programmes for outside agencies concerned and for industries. When such training programme is conducted, a Memorandum Of Understanding will be entered into, where following matters shall be included:



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- G. The training charges to be paid by the external agencies or industries for each of such training programme. While deciding such cost, the following aspects are to be taken into consideration:
- The infrastructure to be used i.e. building or laboratory, classroom, seminar hall or auditorium, furniture, computer, audio-video aids, etc.
 - The cost of remuneration to be paid to trainer.
 - The management charges to be decided by the President from time to time depending upon the nature of training.
 - The overhead charges which will include electricity consumption, clerical assistance, telephone charges, maintenance cost of different infrastructure, etc.
 - The components of reasonable surplus which shall be decided by the President.
- H. The above charges are for the training programs which are arranged on the campus of the university. However, if the training is to be given on the site of the outside agencies or industries then the entire structure of the cost will be decided on merit of the individual case by the President where above (i) to (v) points will also be applicable.

Ordinance:-16.

Subject to the provisions of the Act and the first Statutes 10 and 11, the Manual for appointment, and other conditions of services of the employees etc. of the University will be as under:

- Mode of appointment of faculty (teachers)
 - There shall be various categories of employees in the university and its institutes. Unless and otherwise specifically provided elsewhere normally the regular appointments of teachers will be by direct selection by inviting applications through different mode of advertisements. The senior teachers may also be appointed by invitation.
 - Qualifications and salary of teachers
Qualifications for the different categories of teacher shall be as prescribed by the University Grants Commission or the concerned National Statutory Body from time to time. Normally, the salary for the teachers on regular appointment shall be as prescribed by the State Government for the government funded universities. Provided however, that the President may make exception and fix salary as deemed fit by him.
 - Selection committee
Selection committee for the different posts of teacher shall be as provided under the relevant Statute of the university. The teachers appointed on regular basis will be on probation for a period of 2 years. The regularly appointed teachers will also be considered for the career advancement scheme prescribed by the University Grants Commission or any concerned National Statutory Body as applicable provided financial situation permits, and they meet with the requirements and also the merits. The other terms and conditions of appointment like leave rules, etc. of the teachers shall be as prescribed by the State Government for the teachers for the government funded university.
 - Ad hoc appointment:

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The terms and conditions and the salary of such teachers appointed on ad hoc, temporary, part-time or contractual basis will be decided by the President from time to time.

2. Other employees

Under the category of other employees, there shall be 2 categories:

- (i) Technical staff:
Computer/laboratory/library staff and others who are supporting the academic activities and not involved in administration.
- (ii) Ministerial staff: They will basically deal with different kind of administration of the institute and the university.

For both the above categories, the qualification, mode of appointment and salary shall be decided by the President/Vice President of the University. However, appointment in such categories will be done on the comparative merit which shall be judged by the selection committee to be constituted by the President or Vice President. The appointments will be either on regular basis or on temporary, part-time or ad hoc basis.

3. Performance appraisal:

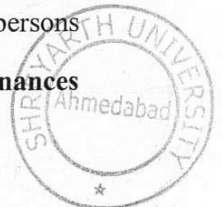
- (i) The performance of every teacher appointed on regular basis or on temporary or on ad hoc basis will be constantly assessed and a report from the Head of the institution will be submitted to the university in the prescribed proforma every year.

However, the first appointment on regular basis in teacher's category will be on probation for a period of two years, their performance will be assessed after an interval of every six months and after considering all the four reports and on the basis of such reports, the competent authority will decide whether to complete the probation period and continue or to extend the probation or to terminate the services.

The competent authority for this purpose will be the appointing authority and such authority will be the President for the post of Professor and Associate Professor and equivalence and for the post of Assistant Professor or equivalence, the Provost.

4. Other employees:

- (i) The performance of other employees will also be assessed on the same line of teachers in terms of period of assessment.
- (ii) In addition to the above, particularly in the category of teachers, the appointment of adjunct professor or visiting faculty will be considered. The appointment of visiting faculty will be decided by the Provost. For the appointment of adjunct professor, the President/Vice President will take the final decision. Normally, the adjunct professor will be appointed on the basis of the guidelines prescribed by the University Grants Commission.
- (iii) The rate of remuneration for the visiting faculty shall be decided by the Board of Management from time to time. Provided however, that the visiting faculty will be invited only after the scrutiny of the workload of the teachers in the institute as to whether they take the mandatory workload or not and after taking this requisite workload by all the teachers under the institute, if there is any deficiency then only the visiting faculty will be invited to cover the syllabus of a course. In addition to above, the Provost shall also invite distinguished persons



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in the concerned field to deliver special lecture with the approval of Vice-President/President.

5. Resignation and Termination:

The teacher and other employees who are appointed on regular basis want to resign from the institute or university will give 3 months' notice or in lieu of notice, the total salary of three months or the salary for the period of short-fall in the notice period. The person who is on probation will give one month notice or in lieu of notice the salary of the short-fall period. Similarly, the appointing authority in the university will also give 3 months' notice or in lieu of notice, the salary of three months or the salary of shortfall of notice period shall be paid to permanent employees to terminate his/her services.

Provided however, that particularly, the teachers will not resign without completing the syllabus prescribed for a particular semester. If he/she wants to leave in between the semester then the notice period will be extended up to the extent of completion of the semester. Provided further that President/Vice-President may relax the above condition in exceptional cases with genuine reasons. The teachers and other employees who are on ad hoc or on temporary basis will give seven days' notice to resign. The university may also terminate in similar way. In such cases also in lieu of notice, salary for that period may be paid by either sides:

The teachers or the other employee appointed on ad hoc or on temporary basis will give seven days' notice of resignation or in lieu of the notice, salary of the equal days. Similarly, the university may also terminate services of such employees, both other employee and teacher by giving seven days' notice or in lieu of notice, the salary of the shortfall of notice period.

6. The employees both teachers and other employees who are recruited on full-time basis either permanent or temporary or ad hoc basis shall not engage directly or indirectly in the trade, business or other occupation either remunerative or non-remunerative. However, in such cases where the teacher is required to give his expertise to other educational institutions then the same can be done with the prior permission of the President/Vice President. However, such kind of engagement will not adversely affect the teaching work in the institute or university and such person will complete his mandatory work load.

7. The university will observe holidays as declared by the State Government. The leave Rules both for the teachers and non-teachers will be as prescribed by the State Government as applicable to the government funded universities. However, it is to be made clear that leave is not a matter of right. Depending upon the situation and the interest of the institute or the university, the competent authority will decide as to whether the leave is to be granted or not.

8. Normally, the prior approval of the leave is to be obtained by the employee both teachers and other staff. However, in case of emergency, the immediate intimation shall be passed on to the Head of the institute or the competent authority of the university in case of employees working in the university office.

9. The age of superannuation for the teachers who are regularly appointed and confirmed shall be 65 years. Provided however that on completion of 60 years, a review of his overall performance and health status will be examined by the committee constituted



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by the Vice President/President and on the recommendations of the committee, the appointing authority shall take final decision to give early retirement at the age of sixty or to continue up to sixty-five years. Similarly for the other employees, the superannuation age will be 60 years and the review on the lines of the conditions as mentioned in the case of teachers will be taken on completion of the age of 55 years and on the recommendations of the concerned committee, the final decision will be taken by the appointing authority, weather to continue up to sixty or to retire at the age of fifty five years.

10. In case of doubt in interpretation of any of the above provision, the decision of the President/Vice President shall be final.
11. Notwithstanding anything contained in the ordinance, the President may relax any of the above provision in the interest of the university or institute, in exceptional cases.

Ordinance 17:

Code of Conduct of the University employees:

1. Conduct Rules for officers, employees, both teachers and other employees
 - a. Every employee including officers and teachers shall, at all times, maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings.
 - b. An employee should, at all times, be courteous in his dealings with other members of the staff, students and members of the public.
 - c. Unless otherwise stated specifically in the terms of appointment, every employee is a full-time employee of the Institutes and the University, and may be called upon to perform such duties, as may be assigned to him by the competent authority, beyond scheduled working hours and on holidays and Sundays. These duties shall, inter alia, include attendance at meetings of committees to which he may be appointed by the Institute of the University or any of its authorities.
 - d. Other employee and teacher shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.
 - e. Except for valid reasons and/or unforeseen contingencies, no employee shall be absent from duty without prior permission.
2. No employee shall, in any radio broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion which has the effect of an adverse criticism of any current or recent policy or action of the institute or the University.
No employee shall take part in any political activities of any kind, without prior approval of the President / Vice President.
3. No employee shall, except in accordance with any general or special order of the competent authority, or in the performance, in good faith, of the duties assigned to him communicate, directly or indirectly, any official document or information to any person to whom he is not authorized to communicate such document or information.
4. No employee of the Institute of the University shall, without permission of the competent authority engage, directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his official assignments.



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5. Other employee or teacher who gets involved in some criminal proceedings, directly or indirectly, shall immediately inform the Head of the Institution to which he is attached, irrespective of the fact whether he has been released on bail or not.
6. Other employee or teacher who is detained in police custody, whether on criminal charge or otherwise, for a period longer than forty-eight hours shall not join his duties in the University or its Institutes, unless he has obtained written permission to that effect from the President / Vice President.
7. Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.
8. Mechanism of submission of grievance:
 - a. Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong thing done to him/her, he/she must forward his case through proper channel, and shall not forward advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief or the disposal of the matter or is delayed for thirty days.
 - b. No other employee or teacher shall be signatory to any joint representation addressed to the authorities for redress of any grievance or of any other matter.
 - c. No employee shall indulge in any act of sexual harassment of any kind, which includes unwelcome sexually determined behaviour (whether directly or indirectly) such as:
 - I. physical contact and advances;
 - ii. a demand or request for sexual favours;
 - iii. sexually coloured remarks;
 - iv. showing pornography;
 - v. any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
 - d. In case of employee engaged in any kind of incident of sexual harassment then such a case will be dealt with by the committee constituted in the university and the procedure to be followed will be as per the guidelines of the University Grants Commission which is based on the judgment of the Hon'ble Supreme Court.
9. In addition to above the teachers will also observe the code of conduct prescribed by the University Grants Commission.

Ordinance 18:

Discipline and appeal rules for the officers (other than President, Vice President and Provost) and employees of the university (under section 5 (xxii) and (xxxiii)).

These rules may be called The Discipline and Appeal Rules for officers, employees including teachers and they shall come into force with effect from the date of issue of Notification.

1. Unless otherwise specifically provided, these rules shall apply to all employees of the university and its institutions.

Explanation: For the purpose of these rules reemployed or persons appointed on contract shall be treated as University employees.

2. In these rules unless the context otherwise requires:
 - 1) UNIVERSITY: means Shreyarth University.
 - 2) ACT means the Gujarat Private Universities Act, 2009.



Appendix-II, Ordinances of the Shreyarth University

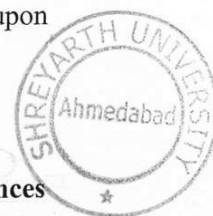
- 3) APPOINTING AUTHORITY means the authority empowered to appoint different categories of employees in the University.
- 4) UNIVERSITY EMPLOYEE means employee of all categories namely viz.: officers (other than President, Vice President and Provost), teachers, other employees appointed on full time basis whether permanent or on probation, temporary, ad hoc or on contract.
- 5) MISCONDUCT means if a University employee does any of the following things, that is to say:
 - (i) if he/she willfully disobeys, or willfully omits, or neglects to execute any lawful orders or instruction or if he commits a breach of any of the provision of the rules of conduct; or
 - (ii) if he/she commits any willful breach of the trust and duty of his office; or
 - (iii) if he/she demands, accepts, or receives, by himself or through others, any kind of gift, money or favour of any kind in the discharge of his duties; or
 - (iv) if he/she indulges in any unlawful activity or in political preaching amongst the students or the employees of the University; or
 - (v) if he/she does any such thing as undermines or is likely to undermine the prestige of the University, or is detrimental or likely to be detrimental to the interests of the University or disturbs or is likely to disturb the harmony and cohesion of the corporate life of the University; or
 - (vi) if, unless generally or specially empowered by the competent authority he communicates directly or indirectly to persons who are not in the service of the University or to press or media any document or information which has come into his possession in the course of his duties whether from official sources or otherwise; such person shall be guilty of misconduct.
3. Where it is considered necessary to make special provisions for any University employee in respect of matters covered by these rules or otherwise, the appointing authority may by agreement with such University employee, makes such special provisions and thereupon these rules shall apply to such University employee except the employees for whom special provisions so made.
4. Nothing in these rules shall deprive any University employee of any right or privilege to which he is entitled:
 - a) by or under any law for the time being in force, or
 - b) by the terms of any agreement subsisting between such person and University at the commencement of these rules
5. Any one or more of the following penalties may be imposed for good and sufficient reasons, such as misconduct, moral turpitudes, neglect of duty, violation of any term or condition or service, inefficiency, indiscipline, violation of Code of Conduct, criminal conviction, upon any employee of the University:

I- Minor Penalties

- (1) Censure

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- (2) Fine
- (3) Withholding of increments.
- (4) Recovery from his pay of the whole or part of any pecuniary loss caused to University by negligence or breach of orders.

II - Major Penalties

- (1) Reduction to a lower stage in the time scale of pay for a specified period.
- (2) Reduction to a lower time scale of pay, grade post or service.
- (3) Compulsory retirement.
- (4) Removal from service which shall not be a disqualification for future employment under university
- (5) Dismissal from service, which shall ordinarily be a disqualification for future appointment of any kind under the University.

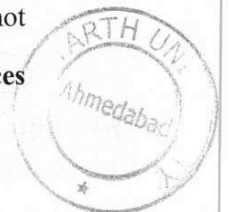
EXPLANATION: Unless imposed as a penalty the following shall not ordinarily amount to a penalty within meaning of these Rules.

- (1) Non-promotion whether in a substantive or officiating capacity of a University employee to a service, grade or post for promotion, to which he is in ordinary course eligible, on administrative grounds and not a measure of penalty on the ground of his misconduct.
- (2) Reversion to a lower service, grade or post of a University employee officiating in higher service grade or post on the ground that he is considered, after trial, to be unsuitable for such higher service, grade, or post or on purely administrative grounds.
- (3) Reversion to his permanent service, grade or post of a University employee appointed on probation to another service, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders of University in this behalf for the time being in force.
- (4) TERMINATION OF SERVICE –
 - a. of a University employee appointed on probation
 - b. of a University employee employed under a contract in accordance with the terms of such contract, or
 - c. of a University employee due to unauthorized absence from duty for a period of thirty days.
6. In case of minor penalty, the nature of allegation shall be communicated to the employee concerned and he will be given a minimum period of 1 week from the date of the receipt of the communication by him to submit his explanations, if any. Upon receipt of his explanation or on the expiry of the period of 1 week given for submission of explanation, the authority concerned may after necessary examination of relevant facts and circumstances either drop the case or decide to impose upon the employee concerned any one or more of the minor penalties.
7. In case of a major penalties, the grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges and communicated to the employee concerned together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. The employee charged shall be required to put in a written statement of his defense within ten days from the date of receipt of the communication by him alongwith documentary evidence, if any. Upon receipt of defense, or on the expiry period not

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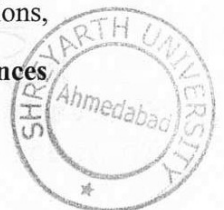
exceeding ten days or as may be extended, the authority concerned may, after examination of relevant facts and circumstances, either drop the case or decide to proceed further. If it is decided to proceed further, a formal enquiry shall be held and asking him to be present at the enquiry, if he so desires, and to produce further evidence, if any, in support of his defense. The authority concerned shall thereafter take decision on the findings of enquiry. If it is decided to impose penalty, another opportunity will be given to him to submit show cause as to why the particular penalty decided should not be imposed by the appointing authority within a week's time. On receipt of the communication in this respect in response to the show cause notice or on expiry of the period of one week or granted period of extension a final decision will be taken by the appointing authority to impose penalty and communicate the same to the employee.

NOTE: No pleader shall be allowed to appear at the enquiry on behalf of the University or the person charged.

8. A University employee may be placed under suspension by Appointing Authority.
 - a. The following principles shall be observed in ordering suspension of University employee:
 - (i) In case of criminal prosecution, a University employee shall be suspended if the charge against him is such that on being found guilty of it, he is likely to be sentenced to a term of imprisonment or on which he would be dismissed or removed from service, in a departmental enquiry or if he has been refused bail by the court and committed to prison.
 - (ii) In cases of gross misconduct like bribery or corruption, the question of suspension shall be considered with reference to the prima facie evidence available;
 - (iii) In all cases where there are reasons to believe that the University employee if allowed to continue in active service, might attempt to tamper with the evidence, he shall be required to proceed on such leave as may be due and admissible to him, or if there be no leave at his credit, or extra ordinary leave without pay or if he refuses to proceed on leave, he may be suspended.
 - (iv) The amount of subsistence allowance per month shall in each case, be decided by the authority ordering the suspension but in no case such allowance should exceed half of the monthly pay of the employee at the time of suspension.
9. A University employee shall be deemed to have been placed under suspension by an order of appointing authority:
 - a) with effect from the date of his detention, if he is detained in custody whether on a criminal charge or otherwise, for a period exceeding forty-eight hours.
 - b) with effect from the date of his conviction if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired subsequent upon such conviction.
10. Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a University employee under suspension, is set aside in appeal or on review under these rules and the case is remitted for further inquiry or action or with any other directions,


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the order of his suspension shall be deemed to have continued in force with effect on and from the date of original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

11. Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a University employee is set aside or declared to be rendered void in consequence of a decision of Court of law, and the Authority on consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the University employee shall be deemed to have been placed under suspension by the appointing authority, from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders. An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.

Where a University employee is suspended or is deemed to have been suspended, in connection with any disciplinary proceeding or otherwise and any other disciplinary proceeding is commenced against him during the continuance of such suspension the authority competent to place him under suspension may for reasons to be recorded by him in writing direct that the University employee shall continue to be under suspension until the termination of all or any such proceedings.

An order of suspension made or deemed to have been made under this rule may at any time be modified or revoked by the authority which made or is deemed to have made in or by any authority to which that authority is subordinate.

When the suspension is revoked and the employee is taken back on duty the question of payment of salary partly or fully shall be decided by the appointing authority depending upon the merit of the case

12. REVIEW OF ORDER IN DISCIPLINARY CASES

The President of the University may on his own motion or on the appeal filed by the affected employee, call for the record of any proceeding under these rules and review any order passed in such a case.

Provided that no action under this rule shall be taken after the expiry of a period of more than three months from the date of such order.

13. REVIEW BY UNIVERSITY OF ITS OWN ORDER

The university may review its own order provided that following conditions are fulfilled, namely:

- (i) There is some error apparent on the face of the record, or
- (ii) There are other sufficient reasons for review:

Provided that the penalty inflicted on a University employee shall not be enhanced unless he has given an opportunity to show cause why such penalty should not be enhanced.

Ordinance 19

A student desirous of pursuing more than one course and programme of study leading to Certificate/Diploma/Postgraduate Diploma/Undergraduate Degree/Postgraduate Degree/Research from the University may be permitted to do so by the Provost, upon proper grounds and justification.

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Appendix-II, Ordinances of the Shreyarth University

Enclosure-1

Declaration to be submitted by the students admitted to Different Programmes of the University.

DECLARATION

I, _____ admitted in _____ of the Institute of _____ under Shreyarth University hereby declare and undertake that I will abide by the disciplinary rules of Shreyarth University prescribed under the relevant Ordinance which I have already gone through, failing which I know I am subjected to the major/minor penalties as the case may be.

Date: _____

Place: _____

Signature of the student

Name of the student: _____

Signature of the Parent

Name of the Parent: _____

Enclosure-2

Undertaking for not involving himself/herself for ragging

DECLARATION

I, _____ admitted in _____ of the Institute of _____ under Shreyarth University. We know the University's approach towards ragging which is based on the judgment of the Supreme Court and the UGC directions and also know the punishment attached. I undertake that I shall abide by it, failing which I shall be liable for punishment, if found guilty of ragging.

Date: _____


Place: _____

Signature of the student

Name of the student: _____

Signature of the Parent/Guardian

Name of the Parent/Guardian: _____


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Regulations of the Shreyarth University

Regulation re MEETINGS (under section 30 of the Act)


The Regulation regarding the summoning and holding meeting of the authority of the University other than the first meeting of the Board and the Rules of Conduct of business at such meetings.

Subject to the provisions of the Act, Statute and Ordinance, the following procedure is to be followed for summoning and holding, meetings, quorum and the conduct of business of a meeting:

1. Governing body and Board of Management:

The provisions regarding nomination of members, manner of appointment of members, the re-nominations of members, method of accepting the resignations tendered by the members, the quorum and the number of meetings to be held in a calendar year are already provided under section 20 and 21 of the Act. In addition to the said provisions of the Act, the following regulations in this regard shall also be followed:-

- a. Notice:- The Registrar shall issue a notice of the meeting 14 clear days before the date of the meeting of the Governing Body. The Registrar shall also send agenda of the meeting to the members at least 7 clear days prior to the date of the meeting. Provided that, in case of emergency, notice of such meeting shall be 48 hours. Provided further, that in case of any emergency, the item which is not included in the agenda may be taken up for consideration with the approval of the Chairman.
- b. Preside-over: As provided under the Act, the President will chair the meetings of the Governing Body and the Board of Management. However, in absence of President or if he is unable to attend the meeting, the Vice President and in absence of both, one of the members of the Governing body or Board of Management as the case may be to be decided by the respective body will preside over.
- c. Minutes: Only the decision of the meeting of the Governing Body and the Board of Management shall be recorded in the form of resolution and shall not contain the deliberation and the discussion. As far as possible, the resolution shall be passed unanimously. However, a Dissent specially requested, if any, by the member shall be recorded and shall be incorporated in the minutes below the resolution. The minutes of the meetings shall be circulated after the approval of the chairman to the members ordinarily within 14 working days. The members of the Governing Body and Board of Management will send their observations on the draft minutes, if any. Normally, such observations will be sent within 7 days of the date of circulation of the minutes. The observations received if any will be circulated in the next meeting when the item for confirmation of minutes is taken into consideration.
- d. The action taken on the minutes: Based on the resolution passed, the Provost will ensure that the decisions taken are immediately implemented and appropriate notifications in this respect are issued. The Registrar will also ensure that a note on action taken on the resolutions of the previous meeting is submitted to the Governing Body and Board of Management respectively in its next meeting.


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Appendix-III, Regulations of the Shreyarth University

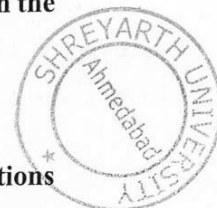
- e. Quorum:- As provided under the Act, 4 members shall form a quorum for transacting the business in the meeting of Governing Body and Board of Management.

All questions shall be decided by the majority of votes of the members present. However, the Chairman, in case of equality of votes will have a 2nd or casting vote. When a meeting is adjourned for want of the quorum, then this adjourned meeting shall be called immediately after an interval as to be decided by the Chairman and in such meeting quorum will not be required.

2. Academic Council:

- a. Meetings: The Academic Council shall meet at least once in semester/term and at other times when convened by the Chairman.
- b. Notice: The Registrar shall issue a notice of the meeting 14 clear days before the date of the meeting of the Academic Council. The Registrar shall also send agenda of the meeting to the members of Academic Council at least 7 clear days prior to the date of the meeting. Provided that, in case of emergency, notice of such meeting shall be 48 hours. Provided further, that in case of any emergency, the item which is not included in the agenda may be taken up for consideration with the approval of the Chairman.
- c. Preside-over:- Normally, the meetings of the Academic Council shall be presided over by the Provost. If the Provost is unable to attend the meeting then, the Academic Council may decide any member from those present in the meeting to preside over the meeting.
- d. Minutes: Only the decisions of the meeting of the Academic Council shall be recorded in the form of resolution and shall not contain the deliberation and the discussion. As far as possible, the resolution shall be passed unanimously. However, if the decent is specially requested for, by the member, the same will be recorded and shall be incorporated in the minutes below the resolution. The minutes of the meetings shall be circulated after the approval of the chairman to the members ordinarily within 10 working days. The members of the Academic Council will have their observations on the draft minutes if any, normally within 7 days of the date of circulation of the minutes. The observations received, if any, will be circulated to the next meeting of Academic Council when the item of confirmation of the minutes of previous meeting is discussed.
- e. Quorum:- Not less than half the members of the Academic Council shall constitute the quorum for a meeting of the Academic Council. All questions shall be decided by the majority of votes of the members present. The Chairman in case of equality of votes shall have a 2nd or casting vote. When a meeting is adjourned for want of the quorum then the adjourned meeting shall be called after an interval as to be decided by the Chairman and in such adjourned meeting, no quorum shall be required.

3. The procedure for meeting of the Committee, Council and other bodies other than the Governing Body, Board of Management and Academic Council.




Appendix-III, Regulations of the Shreyarth University

- a. Meetings: The meeting of such committee, council, board, etc. shall meet as and when required and as decided by the Chairman of the respective committee, council or board.
- b. Notice:- The member secretary shall issue a notice of the meeting at least 10 clear days before the date of the meeting and send the agenda at least 5 days prior to the date of the meeting. Provided however, in case of emergency, the period of notice of the meeting shall be waived by the Chairman.
- c. Term:- The term of the office of the non-official member shall be for 3 years. The decision in the meeting of such board, committee, council shall be by majority of votes and the Chairman shall have 2nd or casting vote in case of equality. In absence of the regular Chairman the members present in the meeting shall decide one of the members to preside over the meeting.
- d. Quorum: Half the members of the committee, council or the board etc. shall constitute the quorum for the transaction of the business. In case of a meeting adjourned for want of the quorum, the Chairman shall call adjourned meeting and the quorum shall not be required.
- e. Minutes: The decision of the board, committee, council etc. shall be recorded in the form of resolution only and shall not contain deliberation and discussion. However, on any issue a decent specially request for, by the member shall be recorded. The minutes of the meeting shall be circulated to the members within 7 working days from the date of the meeting by the member secretary.
- f. Term of appointment: Unless and otherwise specifically provided, the term of nominated member shall be for a period of 3 years

4. Supplementary provision:

- a. The members other than ex-officio may resign by writing under his signature to the Registrar and the Chairman shall take decision of the resignation.
- b. The member other than ex-officio remains absent without prior permission of the Chairman for 3 consecutive ordinary meetings will automatically be ceased to be the member and a communication in this respect shall be issued to member concerned. In his place other member will be appointed from the same category from where the member has resigned. Such nominated member will continue as member so long only as a member in whose place he or she has been nominated.
- c. In any emergency, where the action is required to be taken on urgent basis and where the approval of the concerned authority, committee, council, etc. is required, then the proposed decision in form of resolutions may be circulated to all members of the concerned authority or committee, council or board and on the signatures of the majority member, the said resolution shall be implemented forthwith.


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